



# **2025 Basic Training Course Descriptions**

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## **257 Series – Arrests Reports/Technical Parole Violation & Scenarios**

**Course Description:** In this course, participants learn as Parole staff to have the discretion to respond to parole violations in a variety of ways and are encouraged to choose responses that enhance reentrant success as a means of promoting public safety. When sanctions are employed, they should be timely, progressive, and proportional to reentrant's behavior until parole supervision staff can no longer safely manage the reentrant in the community. When arrests are necessary, they must be documented clearly, thoroughly, and comprehensively, using the correct forms and with supervisory approval. This course assists parole staff to prepare for parole hearings, while ensuring the reentrant's due process. This course also details the technical parole violations a reentrant may face during a parole, aspects of the violations, and tools to help reentrant avoid the violations.

**Performance Objectives:** At the conclusion of this course, participants will be able to:

1. Identify circumstances for technical and criminal parole violations
2. Describe a parole agent's role in parole violations
3. List the DC-P-257/PB-257 series forms and the purpose for each form
4. Explain the hearing waiver process
5. List the PB-72 series and the purpose for each form
6. Explain how to correctly complete all DC-P-257, PB-257, and PB-72 series forms
7. Examine the "Criminal Recidivism Process" of parole violators
8. Identify factors relating to success or failure on parole
9. Inventory reentrant needs for successful reentry
10. Inform the design of more effective assistance that will increase a reentrant's success on parole
11. Identify technical violations

### **Advanced Parole Training:**

**Course Description:** Participants are introduced to Strong R and Case Planning, Time Management, Vant4ge Case Plans and BCC Referrals, Captor and Note Entry, Intake Process, Paperless Work Flow, and Reentry Employment Specialist Training.

### **An Overview of Evidence-Based Practices**

**Course Description:** This course introduces trainees to the concept of Evidence Based Practices (EBP). The course defines EBP, explains the importance of using practices that are shown, through research, to be most effective, and introduces trainees to best evidence-based practices that they can use when working with inmates and people under supervision.

**Performance Objectives:** At the conclusion of this course, participants will be able to:

1. Explain Evidence Based Practices (EBP)
2. Recognize EBP's importance in protecting the public
3. Recall how all corrections staff can use EBPs to make their jobs easier, and reduce recidivism
4. Remember techniques to support EBPs

## Arrest and Control

**Course Description:** This course provides learners with the tools and problem-solving skills to defend themselves and maintain control during any physical situation.

**Performance Objectives:** At the conclusion of this course, participants will be able to:

1. Become familiar with mental conditioning and tactical mindset
2. Identify the physiological effects of stress
3. React using the resistance and control model as a guideline
4. Demonstrate the proper handcuffing application process
5. Use the appropriate physical control methods in response to resistance
6. Justify the application of control
7. React appropriately to a sudden attack

## Assault Management Applications in Corrections (AMAC) 1

**Course Description:** Course 1 is the foundational course of the AMAC program. The course introduces the unique strategic approach employed by the AMAC program to manage assaults in the correctional setting. The topics covered include the AMAC Conditions for Success, Situation Analysis, Mindset, Use of Force, Body Vulnerable Points, Interview Positions, Ranges of an Assault, and Touch Pressure Point Application.

**Performance Objectives:** At the conclusion of this course, participants will be able to:

1. Recall the conditions for success for managing an assault in the correctional setting
2. Remember the elements of the GO TEST situation analysis and apply them to properly use force as outlined in DC-ADM 201, "use of force"
3. Identify touch pressure target locations, nerve motor target locations, body vulnerable target locations, and the expected effects of each
4. Recall and demonstrate effective interview positions
5. Identify methods for "sounding the alarm" for corrections staff
6. Recognize the three ranges of an assault
7. Identify pressure point control techniques

## Assault Management Applications in Corrections (AMAC) 2

**Course Description:** Course 2 covers the basics of the protective positioning used in the AMAC program, and requires the successful completion of course 1 as a prerequisite. The course introduces protective positions to be used when standing, and when on the ground, at each range of an assault. The core concepts for defending against strikes and takedowns are presented in addition to some basic approaches to taking assaultive individuals to the ground. All topics covered include hands-on practical applications of the techniques at the Crawl and Walk speeds.

**Performance Objectives:** At the conclusion of this course, participants will be able to:

1. Demonstrate proper break falls
2. Demonstrate protective positions at each range of an assault (standing and ground)
3. Use effective body movement and distance control while maintaining a protective position
4. Demonstrate techniques to improve body position standing at grappling range

### **Assault Management Applications in Corrections (AMAC) 3**

**Course Description:** Courses 3 and 4 are the core of the AMAC program and focus on basic techniques for improving body position against an assaultive individual on the ground at grappling range. Due to body mechanics and gravity, physical altercations frequently go to the ground. It is essential that staff have strategies and techniques that will reduce their exposure to harm from an attacker while on the ground. Effective body positioning will make the staff member safer when escape is not an option, and will exhaust and demoralize the attacker, which contributes to the team's ability to regain complete control of the situation. AMAC 3 includes drills 1 and 2, while AMAC 4 is based on drills 3 and 4 of the AMAC Program.

**Performance Objectives:** At the conclusion of this course, participants will be able to:

1. Demonstrate protective positions on the ground at each range of an assault
2. Use effective body movement and positional control while maintaining a protective position on the ground at grappling range
3. Demonstrate techniques to improve body position on the ground at grappling range

### **Assault Management Applications in Corrections (AMAC) 4**

**Course Description:** Courses 3 and 4 are the core of the AMAC program and focus on basic techniques for improving body position against an assaultive individual on the ground at grappling range. Due to body mechanics, and gravity, physical altercations frequently go to the ground. It is essential that staff have strategies and techniques that will reduce their exposure to harm from an attacker while on the ground. Effective body positioning will make the staff member safer when escape is not an option, and will exhaust and demoralize the attacker, which contributes to the team's ability to regain complete control of the situation. AMAC 3 includes drills 1 and 2, while AMAC 4 is based on drills 3 and 4 of the AMAC Program.

**Performance Objectives:** At the conclusion of this course, participants will be able to:

1. Demonstrate protective positions on the ground at each range of an assault
2. Use effective body movement and positional control while maintaining a protective position on the ground at grappling range
3. Demonstrate techniques to improve body position on the ground at grappling range

### **Assault Management Applications in Corrections (AMAC) 5**

**Course Description:** Course 5 is an intermediate course intended for participants that have successfully completed courses 1-4. The focus of the course is to enhance the participant's ability to gain and maintain positional control of an assaultive individual on the ground. Course 5 begins with a brief review of the material from courses 3 and 4, then expands on

that content. Participants are exposed to variations of the protective positions, improved methods for maintaining good position, and alternate methods for transitioning positions.

**Performance Objectives:** At the conclusion of this course, participants will be able to:

1. Demonstrate improved techniques for maintaining positional control
2. Demonstrate alternative techniques for improving body position on the ground at grappling range

## **Assault Management Applications in Corrections (AMAC) 6**

**Course Description:** Course 6 builds on all the content in courses 1-5 and adapts it into a team-based strategy for managing assaults. It is a common misconception that when corrections staff outnumber a resistant inmate, they will automatically be successful in managing the assault.

**Performance Objectives:** At the conclusion of this course, participants will be able to:

1. Integrate the AMAC conditions for success, mindset, situation analysis, and use of force training into managing assaults as a member of a team
2. Demonstrate techniques to improve body position at each range of an assault (standing and ground) as a responder
3. Integrate assault management applications to operate as a member of a team while safely and effectively managing a range of different possible assault management scenarios
4. Develop the ability to manage stress associated with complex, dynamic, and potentially dangerous situations through task-oriented, cognitive-behavioral stress inoculation scenarios

## **Basic First Aid**

**Course Description:** In this course, participants develop the knowledge, skills, and confidence to respond in a medical emergency. The course core content focuses on: the role of the first aid provider, first aid assessment, sudden injuries and illness, and emergencies due to exposure to the environment. The participants demonstrate first aid skills and pass a skills performance evaluation.

**Performance Objectives:** At the conclusion of this course, participants will be able to:

1. Successfully complete the Core "Knowledge," and "Skill" Objectives as outlined in the PA Department of Corrections approved vendor, American Safety and Health Institute (ASHI) Instructor Guide entitled "Basic First Aid" Version 8.0 and the ASHI Training Center Administration Manual (current versions)
2. Respond to a health-related situation within four minutes
3. Successfully demonstrate Basic First Aid Skills, (Preset by ASHI), on the skills evaluation sheet

## **Basic Life Support Certification**

**Course Description:** The ASHI Basic Life Support (BLS) program assists healthcare providers, including professional rescuers, in learning or refining BLS skills for patients of all

ages. These critical skills include performing high-quality CBP/CPR/AED as a single provider and as a team, and knowing how to relieve foreign body airway obstruction. This course includes a significant amount of hands-on skill practice. The participants must pass a skills evaluation of caring for cardiac arrest and pass a written examination with a passing score of 70%.

**Performance Objectives:** At the conclusion of this course, participants will be able to:

1. Successfully complete the Core "Knowledge" and "Skill" Objectives as outlined in the PA Department of Corrections approved vendor, American Safety and Health Institute (ASHI) Instructor Guide entitled "Basic Life Support," and the ASHI Training Center Administration Manual
2. Respond to a health-related situation within four minutes
3. Obtain a minimum passing score on the end-of-course examination

## **Beyond Preponderance**

**Course Description:** During this course, agents learn about parole revocation and due process for reentrants.

**Performance Objectives:** At the end of this course, you should be able to:

1. Explain how parole can be revoked
2. Define what due process is and what is required for it
3. Explain how to prove parole conditions
4. Prepare witnesses for testifying
5. Identify how to make and defend objections
6. Calculate timeliness of hearings

## **Bureau of Investigations and Intelligence Presentation**

**Course Description:** BII Parole Agents and BII Analysts will discuss the mission of the Intelligence Division. They will examine the methods used to plan, collect, collate, analyze, disseminate, and enhance intelligence products that are available to parole agents. Case examples will be reviewed so that agents understand their role in the process and how to get assistance from the division.

**Performance Objectives:** At the conclusion of this course, participants will be able to:

1. Recognize the difference between information and intelligence
2. Understand the role information gathering plays in developing intelligence
3. Explore various information sources that are available via Parole Intel and BII Analytics and how to get assistance
4. Utilize the Intelligence Cycle to understand the role Parole Intelligence Agents and Intelligence Analysts perform
5. Work with Parole Intelligence Agents and Analytics to safely manage their caseload and address public safety matters effectively, and refer matters to appropriate investigatory agencies
6. Become familiar with BII intelligence products and how to contribute to enhancement

## **Contraband and Searches**

**Course Description:** This course provides the definition of contraband in a correctional setting and the security measures used to detect and prevent the introduction of contraband into the institution. Participants will learn how to conduct inmate searches and cell searches.

**Performance Objectives:** At the conclusion of this course, participants will be able to:

1. Define and identify various items of contraband in a correctional setting
2. Employ proper procedures for handling contraband without jeopardizing the chain of custody
3. Explain the proper procedure for bringing items into a facility
4. Identify types of cell searches conducted and employ proper cell search techniques, including additional precautions to use during searches
5. Explain the procedures when a suspicious item is found during a search
6. Describe the steps to be taken and demonstrate a proper clothed search of an inmate
7. Explain the techniques performed while conducting an unclothed search of an inmate
8. Describe the steps to be taken and demonstrate a proper clothed search of a transgender or intersex inmate in accordance with the National PREA Standard 115.15
9. Describe and demonstrate the proper steps to conduct a security cell inspection

## **CPR/AED (Adult Only) Certification**

**Course Description:** This course is intended for individuals who are required to be trained and certified or recertify in basic emergency medical care. This course is a combination of Cardiopulmonary Resuscitation (CPR) and Automated External Defibrillation (AED). In this course, the participants will develop the knowledge, skills, and confidence to respond in a medical emergency to adults. The participants will have to demonstrate first aid, CPR and AED skills prior to being certified or recertified.

**Performance Objectives:** At the conclusion of this course, participants will be able to:

1. Successfully complete the Core "Knowledge," and "Skill" Objectives as outlined in the PA Department of Corrections approved vendor, American Safety and Health Institute (ASHI) Instructor Guide entitled "Basic First Aid", "CPR and AED," and the ASHI Training Center Administration Manual (current versions)

## **COVER (Staff Wellness)**

**Course Description:** This course introduces Corrections Outreach for Veteran and Employee Restoration (COVER) to new DOC employees. C.O.V.E.R. was established to help employees deal with the effects of post-traumatic stress and to help reduce the number of employee suicides.

**Performance Objectives:** At the conclusion of this course, the participants will be able to:

1. Define the concept of peer-to-peer support in your own words
2. Identify how to get help from C.O.V.E.R.

## **Dayroom (Introductory) Scenarios**

**Course Description:** Dayroom (Introductory) scenarios allow 5-week Basic Training participants to practice the skills that they learned during Basic Training (e.g. de-escalation skills, handcuffing, AMAC, etc.) at a walking pace before continuing OJT.

**Performance Objectives:** At the conclusion of this course, the participants will be able to:

1. Apply skills that they learned during Basic Training in real-life scenarios

## **Defensive Tactics**

**Course Description:** Participants will learn Arrest and Control, Impact Weapon Training, Limits of Force, Oleoresin Capsicum, S.P.E.A.R. System, and Staff Safety Skills.

**Performance Objectives:** At the conclusion of this course, the participants will be able to:

1. Explain mental conditioning regarding a Parole Agent's approach to the job
2. Describe the effects of heart rate in stressful situation
3. Explain Statutory Authorities, Case Law, and Policy guiding an Agent's ability to use force as law enforcement officers
4. Demonstrate a working knowledge of the Levels of Resistance and Control Continuum
5. Describe what steps can be taken to improve officer safety on the job
6. Explain what factors to consider when planning an arrest
7. Display proper form and application of the Defensive Tactics Striking package
8. Display proper form and application of the Defensive Tactics Takedown package
9. Perform proper Cooperative Handcuffing technique
10. Perform proper Prone Handcuffing technique
11. Defend against a primary initiation attack and fight to a point of domination
12. Defend against a ground attack from the mount position
13. Fight to a point of domination on the ground to either take control or create space to escape
14. Demonstrate the search of a person who is: unrestrained, restrained, or on the ground
15. Display proper technique in preparing a person in custody for transport with issued transport gear and shackles
16. Explain alternate restraining methods for various oddities encountered in the field setting

## **Diversity, Equity, Belonging and Inclusion**

**Course Description:** Participants learn the foundations of DEBI, essence of cultural inclusion, how to become equity minded and leading from a trauma informed perspective.

**Performance Objectives:** At the conclusion of this course, the participants will be able to:

1. Define diversity, equity, belonging, and inclusion (DEBI)
2. Recognize at least two ways that DEBI has an impact
3. Describe how to apply DEBI strategies when leading team members



## Domestic Violence

**Course Description:** This course defines domestic violence, informs Parole agents about domestic violence in its many forms, and provides intervention strategies.

**Performance Objectives:** At the conclusion of this course, participants will be able to:

1. Identify tactics used by batterers to establish and maintain control over their victims
2. Illustrate the decisions victims make to stay or leave an abusive relationship
3. Identify conditions to hold the offender accountable
4. Recall how technology can be used to stalk/harass victims
5. Apply the PFA database when working with offender

## Drug Awareness

**Course Description:** This course introduces participants to common substances found in institutions and why inmates risk getting drugs while incarcerated. Students learn various drug smuggling and concealment methods occurring in PA DOC correctional facilities. Finally, participants learn the Department's drug interdiction initiatives.

**Performance Objectives:** At the conclusion of this course, participants will be able to:

1. Identify drugs as a form of contraband as defined in 18 PA C.S. Section 5123
2. Recognize the most common drugs found in corrections settings and describe the symptoms of each
3. Determine reasons why inmates and some staff member take risks to obtain and use drugs within a correctional setting
4. Analyze various methods of drug smuggling and concealment in corrections settings
5. Describe the Department's initiatives regarding drug interdiction

## Electronic Immobilization Device (EID) Certification

**Course Description:** This course covers general information of the Electronic Immobilization Device (EID), its application within the DC-ADM 201 "Use of Force" guidelines, application procedures, storage, documentation, and safety procedures.

**Performance Objectives:** At the conclusion of this course, participants will be able to:

1. Properly apply force as outlined in DC-ADM 201, "Use of Force" and 6.3.1, Facility Security Manual Section 32, "Use of Force, General Provisions, and Videotaping" when using Department-approved EIDs
2. Recall general information for the use, storage, and documentation needed following EID use
3. Identify the features of the Department-approved EIDs
4. Explain the general effects and application recommendations of the EIDs
5. Identify the primary and secondary application points
6. List the locales to avoid when using an EID
7. Address and provide a proper follow-up after EID application to body tissue
8. Successfully complete the written examination for EID Recertification

## **Empower**

**Course Description:** Empower presentation provides features and benefits information for optional supplemental employee deferred compensation plan options for participants who want to enroll to save more for retirement.

### **Performance Objectives:**

1. Help reach financial goals
2. Give a better view of financial picture
3. Offer ongoing support and guidance
4. Help plan for the retirement imagined

## **Ethics and Professionalism**

**Course Description:** This course is an introduction to ethics and professionalism for new Department of Corrections employees.

**Performance Objectives:** At the conclusion of this course, the participants will be able to:

1. Define "ethics" in their own words
2. Recognize an ethical dilemma
3. Recognize how ethics relates to work in corrections and law enforcement

## **Evidence**

**Course Description:** The course provides an explanation of the protocols and procedures for collecting, handling, documenting, and storing whatever was seized during a search or was on the person who is returning to an SCI.

**Performance Objectives:** At the conclusion of this course, the participants will be able to:

1. Recognize the purpose of searching and property evidence protocol
2. Explain the importance of having strict protocols for handling evidence and other property
3. Describe the process for collecting, handling, storing, and disposing of evidence and property

## **Field Case Management**

**Course Description:** Field Case Management will help new Parole Agents to become familiar with how a caseload works and how to best manage their caseload utilizing best practices in the field.

**Performance Objectives:** At the conclusion of this course, participants will be able to:

1. Describe the current contact requirements
2. Explain the two types of reentrant contact types
3. Describe how to effectively manage a caseload
4. Describe how to build rapport with reentrants
5. List some ways to better manage time
6. Describe the daily, weekly, and monthly tasks to be completed

## Firearms Certification Training

**Course Description:** In this course, participants will review Handgun and Shotgun qualification and Firearms Retention. In this course, the participants will review how the Force Continuum relates to the use of deadly force. Furthermore, the participants will learn safe handling of firearms and fundamentals of marksmanship. Participants will review and learn policy and procedure as it relates to department firearms. The participants will also apply this knowledge during live-fire exercises and qualification.

**Performance Objectives:** At the conclusion of this course, participants will be able to:

1. Recognize authorized use of force and deadly force
2. Recall how to safely handle, load, unload, reload, and troubleshoot problems with the service firearms and demonstrate this during a live-fire exercise
3. Identify and demonstrate basic marksmanship fundamentals
4. Recall, demonstrate, and follow firing range safety rules and procedures
5. Recall the service pistol and shotgun nomenclature
6. Perform firearms retention techniques

## Initial Firearms

**Course Description:** This course is designed to provide participants with the basic operational theory and practical training to reasonably, safely, and effectively operate the Glock weapon system. This course will provide an overview of safe weapons handling and cleaning. Participants will be required to safely participate daily and meet a standard of proficiency displayed during the qualification course.

**Performance Objectives:** At the conclusion of this course, participants will be able to:

1. Safely and effectively use the Glock weapon system
2. Take immediate action to fix common malfunctions of the semi-automatic handgun
3. Safely and effectively use the Glock weapon system in a Dim lit environment
4. Apply the six fundamentals of marksmanship during practice and live fire exercises.
5. Retain their weapon system
6. Have an intelligent discussion and understanding of the Use of Force Continuum specifically, how it relates to the use of deadly force
7. Field strip, clean, and reassemble the Glock weapon system appropriately

## Fundamentals of Security

**Course Description:** This course introduces participants to the fundamentals of security in a correctional setting. The course content includes static security and dynamic security, identifying complacency, key control, tool control and radio control.

**Performance Objectives:** At the conclusion of this course, participants will be able to:

1. Describe the difference between static security and dynamic security
2. Recognize staff complacency and how to avoid it

3. Employ the proper procedures of key control
4. Employ the proper procedures of tool control
5. Describe two-way radios used by corrections staff and properly demonstrate the correct procedures for use

## GPS

**Course Description:** The GPS course provides students with an overview of the GPS units used to electronically monitor the reentrants who are required to wear them. The overview includes a demonstration on how to place and take off the unit using the specialized straps and pin trays, among other tools and devices. The course also shows the GPS website/software and provides an introduction to its functionality.

**Performance Objectives:** At the conclusion of this course, the participants will be able to:

1. Recognize the GPS unit (with accessories) and understand its basic functionality
2. Identify the GPS unit's reporting system
3. Explain the best GPS unit's usage practices
4. Identify the GPS unit's management software
5. Demonstrate how to place and remove a GPS unit

## Hearing Survival Training

### **Course Description:**

This course builds upon other training specifically Tech Parole Violators, Violation Sanctioning Grid and Beyond Preponderance training. Participants will learn how to prepare for hearings and will be able to view several live hearings as well.

**Performance Objectives:** At the conclusion of this course, participants will be able to:

1. Identify the hearing process
2. Determine how to gather information and document issues
3. Describe the method to present testimony at parole hearings to support violations
4. Explain how to assist reentrants with questions or concerns regarding the conditions of parole
5. Identify the measures to fair and consistent enforcement of the conditions of supervision
6. Demonstrate a fundamental understanding of the different types and sources of evidence establishing violation(s) of the conditions of parole
7. Explain the process of a thorough investigation into violations of parole
8. Describe to chain of command the nature of the violation(s), evidence to support the violation, and justification for the recommendations

## Hostage Survival

**Course Description:** This course teaches participants how to survive as a hostage in a correctional environment. In the event of being taken hostage knowing why hostages are taken and the numerous events that occur at the beginning, throughout and completion of a hostage situation will better prepare Correctional staff members to survive a hostage situation.

**Performance Objectives:** At the conclusion of this course, participants will be able to:

1. Explain why hostages are taken
2. Recognize the warning signs of a hostage taking
3. Identify the seven types of hostage- incidents that may occur in corrections
4. Recall objectives, tactics and strategies available to the Incident Commander during a hostage incident
5. Describe behaviors hostage takers may exhibit toward their hostages.
6. Utilize time to their advantage in a hostage situation
7. Identify survival skills needed to survive a hostage situation
8. Identify procedures taken after a hostage event, and assistance available for employees to aid in recovery

## **HR Code of Conduct**

**Course Description:** This course reviews the Governor’s Code of Conduct and the DOC Code of Ethics.

**Performance Objectives:** At the conclusion of this course, participants will be able to:

1. Describe the origin of the Governor’s Code of Conduct
2. Remember the consequences for violating the Code of Conduct or Code of Ethics
3. Recall points of the Code of Conduct or Code of Ethics

## **Impact Weapon Training**

**Course Description:** This course provides classroom instruction and hands-on practice with a collapsible baton. Participants learn proper carry of baton, Plus One Principal, opening and closing methods, proper stances and strikes, and when circumstances dictate deployment and use of baton.

**Performance Objectives:** At the conclusion of this course, participants will be able to:

1. Describe proper carry, control theory and totality of the situation
2. List components of the collapsible baton and explain full hand grip
3. Explain target areas, deployment and closing of the collapsible baton
4. Demonstrate different mode stances and type of strikes

## **Incident Command System (ICS)**

**Course Description:** In this course, participants learn the definition of a critical incident, and the Department’s objectives and strategies to manage such incident. Participants learn the components of the Incident Command System (ICS), and learn the ICS 5-Step Tactical Plan. The department offers a version for facility staff and a version for field staff.

**Performance Objectives:** At the conclusion of this course, participants will be able to:

1. Define the Incident Command System (ICS) as it relates to Department Critical Incident Management
2. Discuss the definition of “Critical Incident” as it relates to the facility

3. Explain the purpose of Objectives, Strategies and Tactics
4. Explore ICS Positions and relevant responsibilities
5. Describe the Five (5) Step Tactical Plan and how it relates to incident response
6. Explain the importance of Accountability during and after an incident
7. Discuss the use and placement of the facility Critical Incident Management Manuals (RED and BLUE Books)

### **Incident Response Responsibilities and Procedures**

**Course Description:** In this course, participants learn application of the Use of Force Continuum, types of responses on a facility level, and identify the Inner and Outer Perimeter Groups. Further, the participants will learn their duties in affected and unaffected areas relevant to the incident, and the duties and equipment of an Incident Response Team.

**Performance Objectives:** At the conclusion of this course, participants will be able to:

1. Properly apply force as outlined in DC-ADM 201, "Use of Force" and 6.3.1, Facility Security Manual, Section 34, "Defensive Weapons, Equipment, and Chemical Munitions" in relation to incident response
2. Identify what is considered an incident at our facilities
3. Explain correct communication and response procedures in relation to an incident
4. Identify duties in affected and unaffected areas in response to an incident
5. Describe duties and equipment used by IRT team(s)
6. Identify First Responder HNT Duties and Responsibilities

### **Infectious Diseases**

**Course Description:** In this course, participants learn the standard precautions essential for the most common correctional infectious diseases found in a correctional setting.

**Performance Objectives:** At the conclusion of this course, participants will be able to:

1. Recognize the definition of universal/standard precautions
2. Identify the most common types of viral diseases in the prison environment
3. Recognize the correct response to exposure to blood and body fluids

### **Inmate Disciplinary Procedures**

**Course Description:** The Inmate Disciplinary Procedures introduces participants to the DC-ADM 801, Inmate Discipline Policy and trains participants to recognize the rules and guidelines established for inmates, available sanctions, use of proper forms and reports, and general understanding of the inmate discipline procedures.

**Performance Objectives:** At the conclusion of this course, participants will be able to:

1. Discuss the terms as outlined in the DC ADM 801, Inmate Discipline Procedures Manual Glossary of Terms
2. Identify and select the proper charges to use for a specific misconduct
3. Identify the procedures followed addressing DC-ADM 801 Informal Resolutions and actions

taken

4. Identify the procedures followed addressing Misconduct Reports and sanctions given
5. Review the three levels of appeal for misconducts and informal resolutions
6. Describe the privilege restrictions on inmates placed in Disciplinary Custody Status
7. Write a DC-141 Part 1, supporting the rule violations

## **Inmate Supervision and Accountability**

**Course Description:** In this course, participants learn the fundamentals of inmate supervision and accountability. Topics covered in this course include inmate progress reporting, types of inmate counts and observations, inmate movement, and inmate supervision.

**Performance Objectives:** At the conclusion of this course, participants will be able to:

1. Recognize inmate accountability procedures
2. Recall inmate observation techniques
3. Identify professional behavior in the presence of inmates
4. Remember what Inmate Progress Reports are and how they are used
5. Recall mandatory staffing and the role of the work supervisor
6. Recognize reasons hold-in orders are placed on inmates

## **Inmate Transportation**

**Course Description:** This course reinforces the PA DOC policies and procedures in place to ensure safe and secure transport of inmates outside the secure perimeter of a facility.

**Performance Objectives:** At the conclusion of this course, participants will be able to:

1. Recall the reasons for transporting inmates outside the secure perimeter of the facility
2. Identify the necessary officer equipment, vehicle equipment, and restraints for a transport
3. Recognize the responsibilities of facility staff for transporting an inmate outside the secure perimeter of the facility
4. Recall general transport procedures, staffing, and seating in a screened or unscreened vehicle for best security practices
5. Identify steps to take during an accident, medical emergency, or escape
6. Recall the level of force authorized for use in an escape attempt during transport

## **Institutional Parole Training**

**Course Description:** This course is a series of lectures, case studies, and scenarios, that introduce participants to the roles and responsibilities of an Institutional Parole Agent from initial assignment, case management, required paperwork, interviews, violation/commitment, release, and supervision.

**Performance Objectives:** At the conclusion of this course, participants will be able to:

1. Provide an overview of the entire parole process
2. Explain all documents and forms used in the parole process

3. Restate the process of preparing a case for interview by the Parole Board
4. Actively participate in role-plays of a Parole Staff interview
5. Enter information gathered during the Parole Staff interview into the ICSA/Parole Summary document
6. Explain the release process
7. Discuss the process of preparing a case for a Revocation/Violation Hearing and witness a role-play of signing out an inmate from the institution to the community
8. Describe helpful resources needed to perform their jobs effectively and efficiently

## **Interstate Compact (ICOT)**

**Course Description:** In this course, participants learn the step-by-step process for both incoming and outgoing interstate transfer of reentrants, Interstate Compact for Adult Offender Supervision, the rules governing the transfer of offenders across state lines and are introduced to the electronic system called ICOTS.

**Performance Objectives:** At the conclusion of this course, participants will be able to:

1. Understand the ICAOS rules and when to invoke the rules
2. Identify offender eligibility for ICAOS transfer
3. Demonstrate how to properly transfer a PA offender to another state via ICOTS
4. Demonstrate how to utilize ICOT for required offender activity and communication to other states

## **JNET Presentation**

**Course Description:** The JNET Presentation familiarizes participants with JNET applications that relate directly to the business needs of the user. In this training, the participants will learn how to navigate the JNET applications to find the criminal justice and public safety information.

**Performance Objectives:** At the conclusion of this course, participants will be able to:

1. Locate and use the various applications within the JNET Application
2. Discuss the JNET policy
3. Discuss security and application role requirements

## **Leadership and Mentoring**

**Course Description:** In this course, participants learn the Pennsylvania Department of Corrections' overall organizational structure, expose the participant to basic leadership theories, and introduces them to the Department's Mentoring Program.

**Performance Objectives:** At the conclusion of this course, participants will be able to:

1. Discuss the PA Department of Corrections overall organizational structure
2. Explain how the Department's Staff Mentoring Program can be used as valuable leadership development tool



## Legal Aspects of Corrections

**Course Description:** In this course, the participants will briefly examine the fundamental legal rights of inmates and staff responsibilities when responding to a lawsuit. Furthermore, the course content covers constitutional rights, criminal and civil litigations, and testifying in court procedures.

**Performance Objectives:** At the conclusion of this course, participants will be able to:

1. Identify inmates' basic constitutional rights
2. Recognize employee rights in terms of representation in civil and criminal cases
3. Identify best practices for testifying as a witness at court proceedings
4. Recall the key points of Pennsylvania Acts 84 and 143 as they relate to inmates

## Level of Service – Revised Scoring Guide (LSI-R)

**Course Description:** Conducting accurate risk/needs assessments is the cornerstone of evidence-based practices. Without adequate training on how to administer the Level of Service Inventory – Revised (LSI-R), administration is bound to be plagued by inaccuracy and poor inter-rater reliability. In this course, the participants will learn about the LSI-R Scoring Guide, the purpose of the LSI-R, scoring guide for specific domains, and prepares the participants for case planning.

**Performance Objectives:** At the conclusion of this course, the participants will be able to:

1. Discuss role of assessment in reducing recidivism
2. Review theory and science supporting the LSI-R
3. Carry out LSI-R administration, scoring, and interpretation
4. Summarize the role of LSI-R in case planning

## Limits of Force

**Course Description:** This Defensive Tactics course teaches participants the resistance and control continuum and the justification of using force. The course explores the origin and limits of legal authority through the study of relevant case law.

**Performance Objectives:** At the conclusion of this course, participants will be able to:

1. Identify where a parole agent's legal authority originates
2. State and explain applicable case law
3. Explain the justifications for the utilization of force
4. Discuss the legal requirements of a search

## Mandated Reporter Training

**Course Description:** This training reviews the elements of child abuse, including the legal definitions of a child, perpetrator, and categories and indicators of abuse. The training provides an overview of mandated reporting obligations, including how to make a report, protections for those who report, and the liability for failing to report.

**Performance Objectives:** At the conclusion of this course, participants will be able to:

1. Describe and apply current information on the PA Child Protective Services Law
2. Review the role and responsibilities of the Child Protective Services System
3. Identify elements and indicators of child abuse
4. Review child abuse reporting procedures
5. Describe the actions taken by the county agency in response to reports of child abuse
6. List the status determinations that are assigned to child abuse reports

### **Manipulation: The Con Game**

**Course Description:** This course identifies the various tactics inmates and reentrants use to manipulate staff for their personal gain while incarcerated or under supervision and reasons why staff fall for it. Participants will learn how to avoid and report manipulation.

**Performance Objectives:** At the conclusion of this course, participants will be able to:

1. Recognize what motivates inmates to manipulate staff
2. Identify ways in which inmates can manipulate staff
3. Recognize characteristics and situations that make staff vulnerable to manipulation
4. Recall the process for reporting manipulation
5. Recognize the consequences of manipulation

### **Medication Assisted Treatment (MAT)**

**Course Description:** The course provides education on the MAT used within a correctional setting and the measures utilized to maintain MAT participants on Naltrexone and Buprenorphine. The instructor will explain the importance of the use of MAT for inmates with an OUD and/or AUD.

**Performance Objectives:** At the conclusion of this course, the participants will be able to:

1. Define the various types of MAT used within the PA DOC
2. Understand who qualifies for either Buprenorphine or Naltrexone
3. Explain the benefits of MAT in a correctional setting
4. Identify inmates who would qualify for Naltrexone maintenance
5. Describe the steps taken by the MAT PS for a warm handoff in the community for MAT participants

### **Mental Health First Aid (MHFA)**

**Course Description:** This course, owned and presented by MHFA.org, provides foundational knowledge and skills required to help a person with mental health concerns or who is experiencing a mental health crisis.

**Performance Objectives:** At the conclusion of this course, participants will be able to:

1. Review the prevalence of various mental health disorders in the U.S. and the need for reduced

stigma in their communities

2. Explain the 5-step action plan encompassing the skills, resources and knowledge to assess the situation, to select and implement appropriate interventions, and to help the individual in crisis connect with appropriate professional care
3. Describe evidence-based professional, peer, social, and self-help resources available to help someone with a mental health problem

## **Motivational Interviewing**

**Course Description:** This course introduces the Motivational Interviewing (MI) theory and introduces participants to the fundamental principles of MI. The course covers intrinsic motivation and roadblocks for personal change, motivational traps, and stages of change.

**Performance Objectives:** At the conclusion of this course, participants will be able to:

1. Explain the spirit and process of Motivational Interviewing
2. Describe the basic steps of Motivational Interviewing
3. Summarize the core skill of Motivational Interviewing
4. Recognize the essential features of the Motivational Interviewing communication style
5. Apply the Motivational Interviewing concepts when communicating with reentrants

## **Naloxone**

**Course Description:** This web-based training, developed by Pennsylvania's Department of Health, provides information on opioid overdose reversal, as well as the process of administering Naloxone.

## **Office of the Victim Advocate (OVA)**

**Course Description** This course provides the background and purpose of the Office of Victim Advocate (OVA). The participant will learn about the rights held by victims of crime in Pennsylvania and compares and contrasts victim services and notification in counties versus at the state level. Additionally, the curriculum defines trauma, reviews common emotional and physiological responses to trauma, and highlights strategies for collaborating with OVA.

**Performance Objectives:** At the conclusion of this course, participants will be able to:

1. Describe the Office of Victim Advocate's purpose
2. List victims' rights in Pennsylvania
3. Identify common responses to trauma
4. Describe trauma informed strategies for working and communicating with victims
5. Name strategies for parole agents to collaborate with OVA

## **Oleoresin Capsicum Certification**

**Course Description:** This course covers general information on Oleoresin Capsicum (OC), its deployment within the use of force guidelines, storage, and procedures for decontamination. Participants receive hands-on training in the delivery of OC by inert canisters and experience the effects of OC during the initial certification. The course also

covers general information about the Department's policies referencing the use of OC.

**Performance Objectives:** At the conclusion of this course, participants will be able to:

1. Identify proper uses of force as outlined in DC-ADM 201, "Use of Force," 6.3.1, Facility Security Procedures Manual, Section 32, "Use of Force, General Provisions, and Videotaping" and 6.3.1, Facility Security Procedures Manual, Section 34, "Defensive Weapons, Equipment, and Chemical Munitions" in relation to OC
2. Explain the characteristics and effects of OC
3. Explain and demonstrate the procedures for deployment, retention, and decontamination of OC aerosol products

## **Overview of Probation & Parole Law**

**Course Description:** This course covers basic law in relation to parole agents and parole logistics. The participant will learn the parole process in the common pleas courts, parole revocations, and aspects of parole hearings. The course also details the legal roles and responsibilities of Parole Agents and their legal liabilities, provides best practices when an agent must testify in a hearing, and covers other legal issues such as interstate jurisdictions.

**Performance Objectives:** At the conclusion of this course, participants will be able to:

1. Recognize jurisdiction and composition of Parole Board, and why they grant or deny parole
2. Recognize the role common pleas courts have in the parole process
3. Describe the limits of parole agents' law enforcement authority
4. Explain the legal responsibilities of supervising a reentrant
5. Outline the basic process of probation and parole revocations
6. Describe issues related to interstate jurisdiction
7. Explain the legal response to resistance, and describe an agent's liability
8. Describe best practices when an agent must testify in court
9. Describe the types of PBPP hearings

## **Paperwork Training**

**Course Description:** This course introduces participants to the forms they will fill out on the job.

**Performance Objectives:** At the conclusion of this course, participants will be able to:

1. Introduction into PM Intranet and Client Server
2. New release procedure
3. Progress and Conduct Report's (PCR'S)
4. How to write 348 Instruction /348 Warning (348I/W)
5. Special condition form 336 and 337
6. Parole Board Form 111 and when to use it
7. Violation sanction grid (VSG)
8. Electronic 81's for criminal arrest tracking

## Home Plan Investigations

**Course Description:** This course introduces the PBPP-30 form – Investigation Request/Report, as it relates to reentrant’s “home plan” before their release from SCI custody and transfer request from ICAOS.

**Performance Objectives:** At the conclusion of this course, participants will be able to:

1. Recognize timelines for completing different types of HP Investigations
2. Determine which safety checks are required for different types of HP Investigations
3. Review ICSAs for information pertinent to HP Investigations
4. Complete an HP Investigation and necessary paperwork
5. Make CAPTOR entries regarding HP Investigations

## Prison Rape Elimination Act (PREA)

**Course Description:** This course delineates PREA’s purpose and major guiding principles. Participants learn the scope of inmate-on-inmate and staff-on-inmate sexual assault, the reporting procedures for prison rape, and corresponding staff responsibilities in any such events.

**Performance Objectives:** At the conclusion of this course, participants will be able to:

1. Define the Prison Rape Elimination Act (PREA), and its applicability within the Department
2. Describe the Department’s zero-tolerance policy for sexual abuse and sexual harassment
3. Identify the rights of staff and inmates
4. Fulfill responsibilities under the Department’s sexual abuse and sexual harassment prevention, detection, reporting and responding policies and procedures
5. Explain the dynamics of sexual abuse and sexual harassment in a confinement setting
6. Recognize the common reactions to sexual abuse and sexual harassment by inmate victims
7. Detect and respond to signs of threatened and actual sexual abuse
8. Avoid inappropriate relationships with inmates and recognize consequences of misconduct
9. Communicate effectively and professionally with all inmates including lesbian, gay, bisexual, transgender, intersex, or gender nonconforming individuals
10. Comply with relevant laws related to mandatory reporting of sexual abuse to outside authorities

## Reentry Simulation

**Course Description:** The Reentry Simulation simulates the struggles and challenges faced by individuals who are transitioning from incarceration back into society. The goal of this simulation is for participants to gain an understanding of the significant obstacles faced by men and women attempting to navigate the system upon their release from incarceration and returning home to their communities.

## Reentrant Disciplinary Procedures

**Course Description:** In this course, the participants will review the Universal Set of Rules and the application of these rules for reentrants as it relates to the BCC Vision Statement.

Participants will further explore the Parolee Response Matrix and SDTP Response Matrix in order to properly interpret and apply based on individual reentrant infractions.

**Performance Objectives:** At the conclusion of this course, participants will be able to:

1. Recall the Universal Set of Rules
2. Interpret the Parolee Response Matrix
3. Interpret the SDTP Response Matrix
4. Report Times for all Reentrants and MOC Notifications
5. Relate the BCC Safety Vision Statements to Reentrant Discipline

## **Reentrant Supervision and Accountability**

**Course Description:** In this course, students are introduced to applying facility access policies to identify who is authorized to enter facility, procedures for persons entering facility, identifying control station access and duties, count procedures, and differentiating between count procedures and security rounds.

**Performance Objectives:** At the conclusion of this course, participants will be able to:

1. Apply facility access policies to identify who is an "authorized" person to enter the facility
2. List proper facility access procedures for all persons entering the center
3. Identify control station access and duties
4. Describe count procedures
5. Differentiate the difference between count procedures and security rounds

## **Report Writing**

**Course Description:** This course provides basic knowledge for completion of the most common reports. Participants will learn the purpose of report writing, 10 steps of Report Writing, Outlining the Report and Finalizing the Report. Furthermore, the participants will have hands-on practice in writing reports based on provided scenarios.

**Performance Objectives:** At the conclusion of this course, participants will be able to:

1. List the basic requirements of a report
2. Describe the 10 steps to communicate a report
3. Identify the three most commonly used reports
4. Explain how to finalize your report
5. Practice writing reports identified in this course

## **Report Writing**

**Course Description:** This course provides employees information on the basics of constructing and writing a report, 10 steps to communicate a report, Five C's of report writing, reviews CAPTOR case note entries, Progress and Conduct Reviews, and OnBase case documents.

**Performance Objectives:** At the conclusion of this course, participants will be able to:

1. List the basic requirements of a report
2. Describe the 10 steps to communicate a report
3. Practice writing reports identified in this course lesson plan
4. Enter effective case note entries in CAPTOR
5. Complete an effective Progress and Conduct Review
6. Understand the purpose of OnBase for case documents

### **Report Writing Use of Force**

**Course Description:** This course provides employees information on successfully articulating and documenting why a use of force was used and have a thorough knowledge of legal precedent and department policy when it comes to use of force.

**Performance Objectives:** At the conclusion of this course, participants will be able to:

1. Understand the Use of Force Continuum
2. Understand Legal Precedents Regarding Use of Force
3. Create Resistance and Control Reports
4. Understand the Blue Team reporting software

### **Individual and Riot Baton**

**Course Description:** In this course, the participants will follow the Use of Force Continuum guidelines to perform proper riot baton strikes, blocks, and riot baton retention techniques.

**Performance Objectives:** At the conclusion of this course, participants will be able to:

1. Properly apply force as outlined in DC-ADM 201, "Use of Force" and 6.3.1, Facility Security Procedures Manual, Section 34, "Defensive Weapons, Equipment, and Chemical Munitions" when using the riot baton
2. Explain fatal impact areas and body vulnerable points
3. Explain user parts and proper grip of the riot baton
4. Perform riot baton strikes, blocks, and riot baton retention techniques
5. Restate the rules governing weapons retention and team integrity

### **Realistic De-escalation**

**Course Description:** The purpose of this decision-making tool is to help guide the officers risk assessment at the earliest stages of the call and throughout the event.

### **Safe Driving**

**Course Description:** The purpose of this course is to review safety, and techniques to avoid accidents and hazards while driving.

**Performance Objectives:** At the conclusion of this course, participants will be able to:

1. Apply driver/traffic safety laws when driving

2. Use specific techniques to avoid accidents while driving and backing up
3. Identify ways to avoid hazardous situations a typical driver may encounter on the road

## **SAP Concur**

**Course Description:** In this course, participants learn the electronic tools available to assist with work related travel planning and reimbursement.

**Performance Objectives:** At the conclusion of this course, participants will be able to:

1. Access the Travel Information page
2. Use of the US Bank – Corporate Card
3. Review Hotels and Rev-1220
4. Understand Out of State Travel
5. Complete a Ground Travel Worksheet
6. Concur Overview

## **S.P.E.A.R. System**

**Course Description:** In this course, participants learn the SPEAR (Spontaneous Protection Enabling Accelerated Response) System, a close quarter protection system that uses a person's reflex action in threatening situations as a basis for defense.

**Performance Objectives:** At the conclusion of this course, participants will be able to:

1. Discuss how fear effects an individual's self-defensive mechanisms
2. Describe the theory of Primary Initiation Attack (P.I.A)
3. Explain the reactionary gap and who controls it
4. Demonstrate proper stances of the S.P.E.A.R. System

## **Search and Seizure**

**Course Description:** Search & Seizures for Parole Agents is a course designed for field and institutional parole agents. This training provides information on what constitutes reasonable suspicion; with a review of the eight factors which can be used to determine reasonable suspicion. Additionally, the training will address the definition of consent and the factors the courts consider in determining the totality of the circumstances.

**Performance Objectives:** At the conclusion of this course, participants will be able to:

1. Explain what constitutes reasonable suspicion
2. Define valid consent
3. Describe the factors for establishing exigent circumstances

## **Security Restraints**

**Course Description:** This course provides an overview of the basic justifications for the use of restraints and security restraints used by the Pennsylvania Department of Corrections. The course guides the participants through the handcuff application process. Further, participants have hands-on experience through practical application exercises.



**Performance Objectives:** At the end of this course, participants will be able to:

1. Explain the justifications authorizing the application of security restraints
2. Identify the various security restraints used within the Department of Corrections
3. Associate basic handcuff nomenclature with functionality
4. State and demonstrate the proper handcuff application process
5. Apply the handcuffs according to the handcuff application process

## **Security Threat Group Awareness**

**Course Description:** This course teaches participants the nine major Security Threat Groups (STGs) in the Pennsylvania Department of Corrections. Participants learn the STGs basic identification marks, and terminology.

**Performance Objectives:** At the conclusion of this course, participants will be able to:

1. Identify the nine tracked Security Threat Groups (STGs) in the Pennsylvania Department of Corrections
2. Describe specific identification marks used by the identified Security Threat Groups
3. Describe identification and reporting methods for STG activity
4. Summarize the impact of STGs on the security and safety of a correctional environment

## **Sentencing in PA**

**Course Description:** This course covers a brief history of the Commission on Sentencing, including current mandates, duties, and powers. Participants will discuss sentencing and guideline fundamentals, including basic sentence recommendations and duties of the court at sentencing, sentencing alternatives, and the duties of the court at sentencing.

**Performance Objectives:** At the conclusion of this course, participants will be able to:

1. Understand the history and mandates of the Commission
2. Identify the responsibilities of the General Assembly and Commission
3. Identify sentencing alternatives
4. Understand the court's obligations at sentencing

## **Sex Offender Supervision Strategies**

**Course Description:** This course is an introduction to basic supervision strategies for Sex Offenders that coincide with department procedures and the overall mission of the Board.

**Performance Objectives:** At the conclusion of this course, participants will:

1. Reasonably articulate what cases require Sex Offender supervision
2. Identify the Standard and Optional Sex Offender Conditions and when/why they should be applied
3. Articulate the reasoning for Sex Offender cases to be transferred to general supervision

4. Articulate the roles of the parole agent, treatment provider and the polygrapher in managing the offender in the community
5. Identify what types of assessments are conducted by the Sexual Offender Assessment Board

## **SERS**

**Course Description:** This course informs employees about their retirement benefits through State Employees' Retirement System (SERS). The course provides an overview of the SERS Classes of Service and their SERS normal retirement age by class of service, pension eligibility, basic pension calculation using multipliers, benefit and contribution comparison, new hire welcome packets, transferring position types, service credits and reviews Retired Employees Health Program (REHP), statements and member services.

**Performance Objectives:** At the conclusion of this course, participants will:

1. Understand SERS defined benefit plan classes of service
2. Recognize SERS normal retirement age by class of service
3. Understand eligibility for an unreduced pension
4. Learn how the basic pension is calculated and depicts multipliers
5. Review benefit and contribution comparison
6. Review SERS new hire welcome packets
7. Gain knowledge of transfers between position types and impact on pension
8. Understand service purchase process
9. Review death benefits, disability retirement, and Retired Employees Health Program (REHP)
10. Understand your annual SERS statement and SERS Online Member Services, including My Benefit Calculator, and SERS Contact Info

## **Sexual Harassment Awareness and Prevention**

**Course Description:** This course is designed to increase the awareness and comprehension with respect to the behaviors and dynamics associated with sexual harassment and its prevention in the workplace. This course will review federal and state law as well as Commonwealth and DOC policies that govern sexual harassment in the workplace. Participants will learn how to report sexual harassment and identify strategies on preventions of sexual harassment.

**Performance Objectives:** At the conclusion of this course, participants will be able to:

1. Define sexual harassment and identify the types of sexual harassment
2. Identify behaviors that may be interpreted as sexual harassment in the workplace
3. Summarize DOC Policy 1.6.2, to include reporting requirements and retaliation
4. Report sexual harassment in accordance with DOC Policy

## **Staff Safety Skills**

**Course Description:** In this course, participants learn safety skills, including proper mental conditioning, three P's: Plan-Practice and Position, guidelines for resistance and control continuum, planning and executing an arrest, proper handcuffing procedures, and how to body search and transport an offender.

**Performance Objectives:** At the conclusion of this course, participants will be able to:

1. Discuss effective mental conditioning to ensure staff safety skills
2. Describe the guidelines for resistance control continuum
3. List levels of control
4. Explain why and how voice command and positioning are used by PBPP
5. Demonstrate steps in arrest preparation and actual arrest

## **Static 99**

**Course Description:** This course will provide all participants basic instruction in the purpose and appropriate use of the Static-99R as a risk assessment tool for adult men who have been charged with or convicted of a sexual offense. Participants will be provided the coding manual, scoring sheets and example cases to learn the structure and specifics of the tool and practice scoring cases in real time with the trainer as guide.

**Performance Objectives:** At the conclusion of this course, the participants will be able to:

1. State the appropriate populations for whom this tool can be used
2. Identify the strengths and weaknesses of the Static-99R for assessing risk for sexual re-offense
3. Understand the basics of scoring categories to inform usage of tool
4. Understand the basics of the items scored on the Static-99R
5. Score any appropriately identified person and their case to conclude a category of risk for re-offense

## **Stress Management**

**Course Description:** In this course, the participants learn how stress can negatively affect the physical and emotional health of Correction Officers. Participants will learn the warning signs of corrections fatigue and suicide. Participants will learn strategies for preventing corrections fatigue and receive suicide prevention resources.

**Performance Objectives:** At the conclusion of this course, participants will be able to:

1. Identify causes of chronic stress in corrections
2. Recognize the effects of corrections fatigue on staff
3. Identify at least three ways you can lessen the likelihood of experiencing corrections fatigue
4. Recognize suicide warning signs

## **Strong R**

**Course Description:** Conducting accurate risk/needs assessments is the cornerstone of evidence-based practices. Without adequate training on how to administer the Strong-R administration is bound to be plagued by inaccuracy and poor inter-rater reliability. In this course, the participants will learn about the Strong-R, the purpose of the Strong-R, scoring guide for specific domains, and it prepares the participants for case planning.

**Performance Objectives:** At the conclusion of this course, participants will be able to:

1. Access and understand the requirements for using the Vant4gePoint System
2. Explain the risk levels of the Strong-R Assessment
3. Explain the three types of assessment reports for the Strong-R

## **Substance Abuse Testing/Urinalysis/GPS**

**Course Description:** In this course, participants learn urinalysis and substance abuse testing, the rationale behind testing, how frequently and where reentrants are tested, and the manner in which they are tested. The course also covers handling of testing materials such as cups and mail-in lab bottles, among other items.

**Performance Objectives:** At the conclusion of this course, participants will be able to:

1. Understand why, when, where and how offenders are tested for substance use
2. Identify which substances offenders can be tested for
3. Complete and view a Chain of Custody Request Form
4. Understand how to obtain a urine screening
5. Understand how to read the results from the screening
6. Determine when to send to the lab for further testing or confirmation
7. Understand how to pack the sample for shipment
8. Understand how to retrieve test results

## **Suicide Prevention and Intervention**

**Course Description:** This course gives an overview of PA DOC Suicide Prevention program. It looks at the demographics of suicide, suicide risk factors in a correctional setting, corrections staff roles and responsibilities to suicidal behaviors, myths and facts of suicide in custody, and covers key points of CISM – Critical Incident Stress Management.

**Performance Objectives:** At the conclusion of this course, participants will be able to:

1. Recognize the demographic and cultural parameters of suicidal behavior, including incidence and variations in precipitating factors
2. Identify and discuss the 8 key factors of an effective correctional suicide prevention program
3. Identify the warning signs and symptoms of impending suicidal behavior
4. List factors and stressors that can increase a person's risk of suicide
5. Identify how to respond to suicidal and depressed persons
6. Identify referral procedures to higher levels of care within PA DOC
7. Identify housing observation and suicide watch level procedures
8. Describe follow-up monitoring of people who attempt suicide
9. Explain communication between correctional and health care personnel
10. Explain barriers to communication when dealing with suicidal people who are incarcerated

## **TASER**

**Course Description:** This course is designed to provide participants with the basic operational theory and practical training to operate the TASER 7 Conducted Energy Weapons

(CEWs) reasonably, safely, and effectively.

**Performance Objectives:** At the conclusion of this course, participants will be able to:

1. Explain the technology associated with Taser 7
2. Describe the nomenclature and operation of the TASER 7
3. Describe the nomenclature and operation of the TASER 7 cartridges
4. Explain proper care and troubleshooting techniques
5. Explain CEW Smart Use Considerations
6. Explain the Tactical Considerations associated with CEW use
7. Explain proper probe placement and aiming requirements
8. Demonstrate safe handling of CEWs

## **Trauma Informed Response**

**Course Description:** This course introduces participants to the principles and practices of Trauma-Informed Care (TIC), an approach that acknowledges the role trauma plays in people's lives. TIC means that every part of an organization or program understands the impact of trauma on staff, inmates, and reentrants; this course introduces staff to trauma informed responses. The Department uses SAMHSA trained trainers and material for this course.

**Performance Objectives:** At the conclusion of this course, participants will be able to:

1. Recognize the definitions of trauma informed care and a trauma informed approach
2. Identify examples of trauma
3. Recall examples of the effect trauma has on an individual's behavior
4. Remember examples of trauma-informed responses

## **Unions**

**Course Description:** Employees in union-covered positions have the opportunity to meet with their respective union to receive information and/or materials related to the union.

## **Use of Force**

**Course Description:** In this course, the participants learn the general guidelines for the Use of Force Continuum and justification for each level of the continuum.

**Performance Objectives:** At the end of this course, participants will be able to:

1. Recall the Department's force continuum, in order
2. Remember what actions fall under each level of the force continuum
3. Recognize the correct application of force as outlined in DC-ADM 201, "Use of Force" and 6.3.1, Facility Security Procedures Manual Section 32, "Use of Force, General Provisions, and Video Recording"
4. Identify the reporting requirements when force is used

5. Recall the justification for use of force

## **Uniform Regulations**

**Course Description:** This course introduces participants to the uniform requirements for DOC uniformed staff.

**Performance Objectives:** At the end of this course, participants will be able to:

1. Remember the unauthorized uses of a DOC uniform
2. Identify the optional apparel and equipment for each type of uniformed staff
3. Recognize the non-optional apparel and equipment for each type of uniformed staff
4. Recall the approved uniform for each type of uniformed staff
5. Identify the DOC personal grooming and jewelry standards

## **Vehicle Management**

**Course Description:** This course serves as a guide for vehicles and travel for parole field and institutional agents in the Basic Training program.

## **Violation Sanctioning Grid**

**Course Description:** This course instructs staff on how to properly use the DC-P 347 Violation Sanction Grid (VSG). Staff will learn when the form is used and how the information is recorded.

**Performance Objectives:** At the conclusion of this course, participants will be able to:

1. Identify the different types of technical violations
2. Properly fill out a DC-P 347 Violation Sanction Grid
3. Identify where to upload a completed Violation Sanction Grid
4. Identify the reasons why the Violation Sanction Grid is used