



2024 Basic Training Course Descriptions

Pennsylvania Department of Corrections Training Academy
Bureau of Training and Staff Development
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257 Series – Record of Interview

Course Description: In this course, participants learn data and offender management along with step-by-step use of Case Notes entries.

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

1. Identify what information should and should not be listed in Case Notes
2. Describe the daily and weekly use of documenting case notes
3. Explain the various types of data Case Notes captures

An Overview of Evidence-Based Practices

Course Description: This course introduces participants to evidence-based practices that are effective at lowering recidivism. The course educates participants about skills they are expected use in their work.

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

1. Define key terms used in the corrections field related to evidence-based practice
2. Explain evidence-based practice in their own words
3. Identify ways that evidence-based practices can make their jobs easier
4. Recognize at least two evidence-based practices used in corrections to reduce recidivism

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. Demonstrated 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. Differentiate the conditions for success unique to managing an assault in the correctional setting
2. Comprehend the elements of the GoTEST situation analysis and apply them to properly use force as outlined in DC-ADM 201, "Use of Force"
3. Apply the GoTEST situation analysis to maintain situational awareness and Develop effective courses of action prior to, during, and after an assault
4. Identify touch pressure target locations, nerve motor target locations, body vulnerable target locations, and the expected effects of each
5. Demonstrate effective interview positions
6. Integrate "Sounding the Alarm" into a self-defense strategy for corrections staff
7. Recognize the three ranges of an assault
8. Apply 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)

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/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 in an adult 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.

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 matter 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: In this course, the participants learn how to respond to adult medical emergencies. The course content focuses on the subject's core principles, which are listed in the Key Concepts section of this Course Lesson Plan Cover Sheet to include familiarization with AED. The participants will demonstrate CPR/AED skills, and pass a skills examination.

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 Scenarios

Course Description: Dayroom scenarios allows 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 apply skills that they learned during Basic Training in real-life scenarios.

Diversity, Equity, and Inclusion

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

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

Effective Case Management

Course Description: Effective 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

Electronic Immobilization Device (EID) Certification

Course Description: In this course, participants learn about the use, storage, effects, and application of the Electronic Immobilization Device (EID). Participants must also obtain a minimum score of 70% on an end-of-module examination.

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

Ethics and Professionalism

Course Description: This course introduces new DOC employees to the concept of ethics, particularly as it relates to ethics for correctional professions.

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

1. Recognize the steps to take when faced with an ethical dilemma

Evidence

Course Description: The course provides an explanation of the protocols and procedures for collecting, 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

Firearms Certification Training

Course Description: In this course, participants will review the use of force continuum, and how it relates to the use of deadly force. Participants will learn range safety, safe handling of firearms, and fundamentals of marksmanship. Participants must score a minimum of 70% on the handgun live-fire qualification course.

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

1. Properly employ the procedures for the use of force
2. Use the four general safety rules for firearms handling
3. Recognize the three most important firearms marksmanship fundamentals
4. Use safe handling, loading, unloading, and firing of the service handgun

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 introduces new agents to hearings and why they are held, covers each participant's function during the hearing, examines both reentrants' and parole agents' rights, and details best practices on how witnesses should be prepared and handled.

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

1. Recognize agents' authority to revoke parole
2. Summarize agents' due process rights
3. Describe various waivers for revocation hearings
4. Comprehend how to prepare a witness and best practices for testifying
5. Compute timeframes for hearings
6. Demonstrate how to participate in a revocation hearing as a parole agent

Hostage Survival

Course Description: This course teaches participants how to survive as a hostage in a correctional environment.

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

1. Discuss why hostages are taken
2. Review the warning signs of a hostage taking
3. Identify the seven types of hostage- incidents that may occur in corrections
4. Review the objectives, tactics and strategies available to the Incident Commander during a hostage incident
5. Describe possible behaviors of hostage takers and how they may treat their hostages
6. Use time to their advantage in a hostage situation
7. Identify survival skills needed to survive a hostage situation
8. Summarize the procedures that will take place after a hostage-taking incident

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 stands 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 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 type 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 and exploring the role of a work detail supervisor.

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

1. Discuss Inmate Progress Reports
2. Explain inmate accountability procedures
3. Describe inmate observation techniques
4. Evaluate professional behavior in the presence of inmates
5. Explain mandatory staffing and the role of the work supervisor
6. List the reasons hold-in orders are placed on inmates

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 have witnessed 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.

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

1. Identify reentrant eligibility for ICAOS transfer.
2. List sequence of steps for transferring reentrants.
3. Explain the communication process between states for reentrant transfer.
4. Demonstrate how ICOT accounts operate.

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 application 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 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: This course introduces participants to the legal aspects of corrections, establishing an awareness of inmates' and employees' rights and responsibilities and how they pertain to potential litigation.

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

1. Examine the basic constitutional rights of inmates
2. Explain an employee's right to representation by an attorney and Indemnification by the Commonwealth
3. Testify 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 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 re-entrants use to manipulate staff for their personal gain while incarcerated or under supervision.

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

1. Identify manipulation tactics used and explain ways in which staff may be susceptible to manipulation
2. Describe how to report manipulation and why it is important to report
3. Identify consequences of falling into the manipulation game
4. Properly identify the tactics used and apply principles of professionalism to avoid 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. Reflect on personal experience with Change
2. Summarize common beliefs about Change
3. Define Motivational Interviewing

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 reviews the rights held by victims of crime in Pennsylvania. The course compares and contrasts victim services and notification in counties versus at the state level. Participants define trauma and review common emotional and physiological responses to trauma. The course covers trauma cues and triggers, and secondary victimization by the criminal justice system. Participants learn strategies for collaborating with OVA to ensure victims receive appropriate services and to keep OVA abreast of what's going on with the offender.

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

1. Describe the Office of Victim Advocate's purpose
2. List victim's 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 agent 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. Laws addressing parole and its functions are covered, as well as 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, and recite the different standards of proof
9. Describe the types of 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. Identify the series of forms needed for a variety of tasks and information
2. Accurately fill out each form covered, including both personnel and parole forms
3. Use best practices to successfully convey the required information on each form

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.

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

1. Examine the Parole 30-Investigation process and purpose
2. Prepare to conduct a "Home Plan" Investigation
3. Complete all necessary paperwork related to Parole 30 – Investigation

Prison Rape Elimination Act (PREA)

Course Description: This course delineates PREA's purpose and major guiding principles. Participant's 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.

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. Explain how to outline and finalize your report
4. Practice writing reports identified in this course lesson plan

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.

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 & Seizure

Course Description: The course provides participants with a broad overview of search and seizure from the perspective of the US Constitution and policing. Then the participants learn about search and seizure from the perspective of people under supervision, who have diminished rights. The participants learn about reasonable suspicion, the eight (8) factors for reasonable suspicion, exigent circumstances, and review case law.

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

1. Recognize the purpose of searching and property evidence protocol
2. Name the 8 reasonable suspicion factors

3. Define reasonable suspicion
4. Identify the standards for consent
5. Recognize when they need a search warrant
6. Identify correct search and seizure methods

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. Security Threat Groups Dynamics
2. PA DOC Tracked Security Threat Groups
3. Identification Methods of STG Membership
4. Reporting

Sentencing in PA

Course Description: This course teaches participants sentencing fundamentals, guidelines and recommendations, and reviews recent DUI legislation and the Pennsylvania Commission on Sentencing's mandates.

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

1. Identify sentencing fundamentals, guidelines and recommendations
2. Describe recent DUI legislation
3. Explain Pennsylvania Commission on Sentencing mandates

Sex Offender Supervision Strategies

Course Description: This course introduces parole agents to the various types of sex offenders and their offenses, their patterns, and recidivism rate. Participants learn Megan's Law and the Adam Walsh Child Protection and Safety Act, and how they relate to sex

offenders.

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

1. Better understand the dynamics of different types of sex offenders and their impact on society
2. Be familiar with Megan's Law and the Adam Walsh Child Protection and Safety Act and how they determine the classification of the sex offender
3. Understand how Probation and Parole are involved in a collaborative effort for the supervision of the sexual offender in the community
4. Highlight the Key Points by participating in a Case Study environment

Sexual Harassment Awareness and Prevention

Course Description: This course teaches participants how to report sexual harassment and strategies for preventing sexual harassment. This course reviews federal and state law as well as Commonwealth and Pennsylvania Department of Corrections policies that govern sexual harassment in the workplace. Participants learn

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. The participant will discuss different types of stress, stressors, and develop effective strategies to reduce and cope with stress.

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 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. Explain why reentrants are tested for substance abuse via urinalysis
2. Explain the various times reentrants can be tested

3. Identify the various substances for which a reentrant is tested
4. Recite the three locations a reentrant may be tested
5. Explain the procedure for how a reentrant is tested

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 the warning signs and symptoms of impending suicidal behavior
3. List factors and stressors increasing an inmate's risk of suicide
4. Identify how to respond to suicidal and depressed inmates
5. Identify referral procedures for DOC inmates
6. Identify housing observation and suicide watch level procedures
7. Describe follow-up monitoring of inmates who make a suicide attempt
8. Explain communication between correctional and health care personnel
9. Explain barriers to communication when dealing with suicidal inmates

TASER

Course Description: This course provides participants with the basic operational theory and practical training to reasonably, safely and effectively operate the TASER X26 Conducted Energy Weapons (CEWs).

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

1. Explain the technology associated with X26
2. Describe the nomenclature and operation of the X26
3. Describe the nomenclature and operation of the TASER standard cartridge
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

Violation Sanctioning Grid

Course Description: During this course, participants learn the "Criminal Recidivism Process" of parole violators and identify factors relating to success or failure on parole.

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

1. Examine the "Criminal Recidivism Process" of parole violators

2. Identify factors relating to success or failure on parole
3. Inventory offender reentry needs
4. Inform the design of more effective treatment programs, institutional preparation and supervision strategies

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.

Tactics for Effective Communications in Corrections (TECC) I

Course Description: This course introduces participants to different aspects of the communication process and strategies for effective communication between correctional staff and inmates/reentrants.

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

1. Differentiate between tactical and strategic communication
2. Identify when communication skills may be used by corrections professionals
3. Understand the brain's role in communication
4. Identify the basic fundamentals for tactical communication
5. Recognize the six domains of observation
6. Recognize the influence of non-verbal behaviors to oneself and others

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. 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 Video Recording"
2. Define lawful and unlawful orders
3. Restate the video recording, written documentation, and medical reporting requirements when force is used
4. Discuss potential force applications during an exercise

Yield Theory

Course Description: This course introduces participants to an approach to communication that centers on leading with humility and genuine curiosity to meet others where they are and get around their fight or flight response.