

TENNESSEE DEPARTMENT OF CORRECTION

TENNESSEE CORRECTION ACADEMY

"Leading by Positive Example"

Training Course Catalog – FY 2023-2024

May 24, 2024

TENNESSEE CORRECTION ACADEMY TRAINING ENROLLMENT INFORMATION

The Tennessee Correction Academy is proud to provide the training opportunities listed in this catalog. If you have any questions concerning any of our programs, contact your facility Training Coordinator/Specialist or you may contact any of the following people for further enrollment information.

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TENNESSEE DEPARTMENT OF CORRECTION

MISSION

To operate safe and secure facilities and provide effective community supervision in support of successful reentry

VISION

To be known for innovation & thought leadership in corrections

VALUES

Commitment Safety
Accountability
Thought Leadership
Continuous Learning

TENNESSEE CORRECTION ACADEMY

The Tennessee Correction Academy is proud of the training opportunities we provide the employees of the Tennessee Department of Correction. Our focus is to provide quality regimented pre-service training programs and specialty programs aimed at staff development, Supervisory and Management skills development, and succession planning.

MISSION STATEMENT

The Mission of the Tennessee Correction Academy is to ensure state-of-the-art training to all employees whom we have the opportunity to serve.

VISION

The Tennessee Correction Academy through a focus on professional services will set the example for excellence in the delivery of criminal justice training.

VALUES

The Tennessee Correction Academy is committed to:

Delivering a targeted training program

Operating in a quality facility

Making training a clear priority

OUR MOTTO

ONE MISSION: To operate safe and secure facilities and provide effective community supervision in support of successful reentry

ONE MESSAGE: We will not compromise public safety

ONE TEAM: We will carry out our mission and deliver our message as one team!

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PRE-SERVICE TRAINING DATES – FY2023-2024

Basic Correctional Officer Training - BCOT

CLASS NUMBER	DATE
501-23	June 12 – August 4, 2023
502-23	July 31 – September 8, 2023
503-23	September 11 – October 20, 2023
504-23	October 9 – November 17, 2023
555 -23	November 6 – December 21, 2023
506-24	December 11 – February 9*, 2024
507-24	January 29 – March 8, 2024
508-24	March 4 – April 12, 2024
509-24	April 8 – May 17, 2024
510-24	May 6 – June 14, 2024
510A-24	June 3 – July 12, 2024

*change due to inclement weather

Basic Correctional Professionals Training = BCPT

BCPT--Prison is scheduled and conducted with each BCOT Week 1, at the prisons
 BCPT--CS&Rehab Svcs is scheduled in BPOT Week 1, conducted regionally at DRCs

Basic Probation/Parole Officer Training - BPOT

CLASS NUMBER	DATE
501-23	July 24– September 1, 2023
502-23	September 11 – October 20, 2023
503-23	October 30 – December 15, 2023
504-24	January 22 – March 1, 2024
505-24	March 11 – April 19, 2024
506-24	May 6 – June 14, 2024
506A-24	June 3 – July 12, 2024

SPECIALTY TRAINING at TCA – FY2023-2024

Adult Transportation Officer (ATO) – Oct. 16-27; March 4-15; April 8-19

Chemical Agents Instructor (CHEM) – July 6; Sept. 29; Jan. 8

Close Quarter Personal Defense Instructor (CQPD-T4T) – Sept. 5-8; Jan. 16-19;
May 20-23

Commanding Success Institute (CSI) – ~~Aug. 14-18; Dec. 4;~~ Feb. 12-23; June 3-14

CPR T4T – Aug. 16-17; Oct. 11-12; more will be scheduled in 2024

Crisis Intervention Team (CIT) at DCSO – Aug. 7-11; Oct. 23-27; Dec. 4-8

Crisis Intervention Team (CIT) at TCA – Sept. 18-22; Nov. 13-17; Jan. 29-Feb. 2;
March 18-22; May 6-10

Crisis Intervention Team (CIT) at BCCX – July 17-21

Crisis/Hostage Negotiation (HN) – Oct. 2-6; Apr. 1-5

Disciplinary Board training (DBT) – Sept. 25-27; Jan. 8-10

Firearms Instructor (FI) – Oct. 23-27; Apr. 22-26

Firearms Instructor workshop (FI w.s.) – Aug. 14; Nov. 27; Feb. 12-13; May 28-29

iLEAD–July 17-21; Sept. 18-22; Oct. 30-Nov. 3; Nov. 13-17; Jan. 22-26; Apr. 29-May 3

Incident Command System for Corrections (TINCOM)– Sept. 5-7; Jan. 8-10

Initial Correctional Counselor Training (ICCT) – July 31-Aug. 3; Sept. 11-14; Oct.
16-19; Nov. 27-30; Feb. 5-8; March 11-14; Apr. 15-18; June 10-13

Institutional Field Training Officer (IFTO) – Nov. 6-7; Dec. 11-12

Institutional Field Training Officer workshop (IFTO w.s.) – Nov. 7

Instructor Development Course (IDC-T4T) – Aug. 7-11 May 6-10

Instructor Development Course for Adjuncts (IDC-ADJ) – July 24-26; Aug. 7-9;
Oct. 2-4; Dec. 13-14; Jan. 22-24; Mar. 19-21; Apr. 2-4; Apr. 15-17; May 6-8; May 21-
23

Management Institute (MI) – Sept. 11-14; Nov. 6-9; Feb. 26-29; Apr. 22-25

New Supervisor Training (NST) – July 10-14; Aug. 28-31; Oct. 9-13; Nov. 27-30;
Jan. 8-12; March 4-8; April 8-12; June 10-14

PepperBall Armorer/Instructor – Aug. 9-10

TASER Instructor – Oct. 11

Training Design Team workshop – Nov. 15-16

Visitation Supervisors Training (VST) – Oct. 30; Apr. 29

PRE-SERVICE
CLASS SCHEDULES
AND
COURSE DESCRIPTIONS



**TENNESSEE CORRECTION ACADEMY
BASIC CORRECTIONAL OFFICER TRAINING
FY 2023-2024**

Class #

Week # 1

Class start at 8:00

	<u>Training Module</u>	<u>Hrs.</u>	<u>Instructor</u>	<u>Location</u>
MONDAY = 8.0	Introduction to the Criminal Justice System	1		
	Shared Security	2		
	Staff Teamwork	2		
	Cultural Diversity	2		
	Work Ethics	1		
TUESDAY = 8.0	<u>Training Module</u>	<u>Hrs.</u>	<u>Instructor</u>	<u>Location</u>
	First Aid and CPR / Skills	3		
	Hostage Survival	2		
	Introduction to Incident Command System	1		
	Legal and Professional Issues	2		
WEDNESDAY = 8.0	<u>Training Module</u>	<u>Hrs.</u>	<u>Instructor</u>	<u>Location</u>
	Street Drug Awareness	3		
	Criminal Thinking	2		
	Social-Cultural Lifestyles and Gender Issues of Offenders	2		
	Victim Awareness	1		
THURSDAY = 8.0	<u>Training Module</u>	<u>Hrs.</u>	<u>Instructor</u>	<u>Location</u>
	Security Threat Group (STG) Identification	3		
	Writing Effective Emails and Instant Messages	1		
	Active Listening	2		
	eTOMIS Basics	2		
FRIDAY = 8.0	<u>Training Module</u>	<u>Hrs.</u>	<u>Instructor</u>	<u>Location</u>
	Social Communication Skills	3		
	Conflict Resolution	2		
	Job Shadowing	3		

Total Hours: 40

Participants:

Complies with ACA Standards 5-ACI-1D-12

Note: Breaks are incorporated by utilizing the 50-minute Academic Hour.

rev.10/2/2023

1-Hour Lunch



**TENNESSEE CORRECTION ACADEMY
BASIC CORRECTIONAL OFFICER TRAINING
FY 2023-2024**

Class #

Week # 2

Class start at 8:00

	<u>Training Module</u>	<u>Hrs.</u>	<u>Instructor</u>	<u>Location</u>
MONDAY = 8.0	Introduction to Inspection, Drill and Ceremony	1		
	Population Counts	1.5		
	Tier Management	2		
	Recognizing Disturbances	2		
	Basic Report Writing	1.5		
TUESDAY = 8.0	<u>Training Module</u>	<u>Hrs.</u>	<u>Instructor</u>	<u>Location</u>
	Inspection	1		
	Radio Communication and Practicum	2		
	Effective Testimony	1.5		
	Crime Scene Protection	1.5		
	Inmate Rules and Grievances	2		
WEDNESDAY = 8.0	<u>Training Module</u>	<u>Hrs.</u>	<u>Instructor</u>	<u>Location</u>
	Inspection	1		
	Dining Room-Yard Supervision	1.5		
	Volunteers - Their Impact	1		
	Sudden In-Custody Death Syndrome	1		
	Effective Logbook Entries	2		
	Transportation-Inmate Escort-Vehicle Searches	1.5		
THURSDAY = 8.0	<u>Training Module</u>	<u>Hrs.</u>	<u>Instructor</u>	<u>Location</u>
	Inspection	0.5		
	Control of Gates and Perimeters	1.5		
	Control of Gates and Perimeters Skills	2.5		
	Population Count Skills - Observe in all areas	1.5		
	Dining Room / Yard Supervision Skills	2		
FRIDAY = 8.0	<u>Training Module</u>	<u>Hrs.</u>	<u>Instructor</u>	<u>Location</u>
	Inspection	0.5		
	Verbal Self-Defense	2		
	Counseling Skills	2		
	TCA Handbook Review/Expectations	3.5		

Total Hours: 40

Complies with ACA Standards 5-ACI-1D-12

Note: Breaks are incorporated by utilizing the 50-minute Academic Hour.

1-Hour Lunch

Participants:

rev.10/2/2023



TENNESSEE CORRECTION ACADEMY
BASIC CORRECTIONAL OFFICER TRAINING
FY 2023-2024

Class # 506

Week # 3

	<u>Time</u>	<u>Training Module</u>	<u>Hrs.</u>	<u>Instructor</u>	<u>Location</u>
MONDAY = 9	7:00-9:30	Orientation, Formation, Dill, and Ceremony	2.5	All Available Instructors	Auditorium
	9:30-11:00	Cadet Counts	1.5		Farrar B
	11:00-12:00	LUNCH			
	12:00-1:30	Interpersonal Communication	1.5		Farrar B
	1:30-3:00	Religious Property	1.5		Farrar B
	3:00-4:00	Mentoring Overview/Assignment	1		Farrar B
	4:00-5:00	DINNER			
	5:00-6:00	Leadership Development	1		Farrar B
TUESDAY = 9	<u>Time</u>	<u>Training Module</u>	<u>Hrs.</u>	<u>Instructor</u>	<u>Location</u>
	5:00-6:00	Physical Training	1		Gym
	6:00-7:00	BREAKFAST			
	7:00-8:00	Formation	1		Gym
	8:00-9:00	Mindfulness of Reducing Stress	1		
	9:00 - 11:00	Physical Technique Physical Fitness	2		Farrar B
	11:00-12:00	LUNCH			
	12:00-2:00	Baseline Fitness Evaluation	2		Farrar B
	2:00-3:00	Time Management	1		Farrar B
	3:00-4:00	Financial Management	1		Farrar B
4:00-5:00	DINNER				
WEDNESDAY = 9	<u>Time</u>	<u>Training Module</u>	<u>Hrs.</u>	<u>Instructor</u>	<u>Location</u>
	5:00-6:00	Physical Training	1		Gym
	6:00-7:00	BREAKFAST			
	7:00-8:00	Formation			Gym
	8:00-10:00	Inmate Disiplinary Procedures	2		Farrar B
	10:00-11:00	Outcount	1		Farrar B
	11:00-12:00	LUNCH			
	12:00-2:00	Visitation	2		Farrar B
	2:00-4:00	Segregation	2		Farrar B
4:00-5:00	DINNER				
THURSDAY = 9	<u>Time</u>	<u>Training Module</u>	<u>Hrs.</u>	<u>Instructor</u>	<u>Location</u>
	5:00-6:00	Physical Training	1		Gym
	6:00-7:00	BREAKFAST			
	7:00-8:00	Formation	1		Gym
	8:00-9:00	Cell Extraction Overview	1		Farrar B
	9:00-10:00	Therapeutic Restraint Overview	1		Farrar B
	10:00-11:00	Report Writing Skills	1		Farrar B
	11:00-12:00	LUNCH			
	12:00-2:00	Use of Force - Law, Policy, and Continuum	2		Farrar B
	2:00-4:00	Use of Force - Report Writing	2		Farrar B
4:00-5:00	DINNER				
FRIDAY = 4.0	<u>Time</u>	<u>Training Module</u>	<u>Hrs.</u>	<u>Instructor</u>	<u>Location</u>
	6:00-7:00	Linen Exchange	1		
	7:00 - 8:00	Room Inspection	1	All Available Instructors	
	8:00 - 10:00	Mentoring	2	All Available Instructors	Farrar B
	10:00-11:00	Dismissal	1	All Available Instructors	
May 24, 2024					

Total Hours: 40.0

Participants: _____

Complies with ACA Standards 5-ACI-1D-12



**TENNESSEE CORRECTION ACADEMY
BASIC CORRECTIONAL OFFICER TRAINING
CLOSE QUARTER PERSONAL DEFENSE- LEVEL 1**

Defensive Tactics

Class #

FY 2023-2024

Week # 4

	<u>Time</u>	<u>Training Module</u>	<u>Hrs.</u>	<u>Instructor</u>	<u>Location</u>
MONDAY = 8	7:00-8:00	Formation	1		
	8:00-10:00	Restraints Review and Practicum	2		
	10:00-11:00	Defensive Tactics - Introduction and Safety	1		
	11:00-12:00	LUNCH			
	12:00-4:00	Stances and Strikes/Kicks/Elbows/ Straight/Cross/Hook	4		
	4:00-5:00	DINNER			
TUESDAY = 9	<u>Time</u>	<u>Training Module</u>	<u>Hrs.</u>		
	5:00-6:00	Physical Training	1		
	6:00-7:00	BREAKFAST			
	7:00-8:00	Formation	1		
	8:00-11:00	360 Defense, Counter Punches, Post/Frame/Swim/Hook	3		
	11:00-12:00	LUNCH			
	12:00-4:00	Counter Chokes/Headlocks/Bear Hugs	4		
4:00-5:00	DINNER				
WEDNESDAY = 10	<u>Time</u>	<u>Training Module</u>	<u>Hrs.</u>		
	7:00-8:00	Formation	1		
	8:00-11:00	Review Defensive Tactics (Skills from Monday and Tuesday)	3		
	11:00-12:00	LUNCH			
	12:00-2:00	Chemical Agents - Classroom	2		
	2:00-4:00	Chemical Agents - Inert Drills	2		
	4:00-5:00	DINNER			
5:00-7:00	Chemical Agents - Application and Decontamination	2			
THURSDAY = 9	<u>Time</u>	<u>Training Module</u>	<u>Hrs.</u>		
	5:00-6:00	Physical Training	1		
	6:00-7:00	BREAKFAST			
	7:00-8:00	Formation	1		
	8:00-11:00	Ground Defense/Open/Closed/Half Guards/Break Guard, Mount/Trap/Roll/Escape Rear Mount	3		
	11:00-12:00	LUNCH			
	12:00-4:00	Club Defense/Overhead/Forward Strike/Reverse Strike, Knife Defense/Straight Thrust/Forward Slash/Reverse Slash/Ice Pick/Upward Strike	4		
4:00-5:00	DINNER				
FRIDAY = 4	<u>Time</u>	<u>Training Module</u>	<u>Hrs.</u>		
	6:00-7:00	Linen Exchange			
	7:00-7:30	Room Inspection	0.5		
	7:30-10:30	Defensive Tactics - Skills Test	3		
	10:30-11:00	Dismissal	0.5		

Total Hours: 40.0

Participants:

Complies with ACA Standards 5-ACI-1D-12

Note: Breaks are incorporated by utilizing the 50-minute Academic Hour

rev. 10/2/2023



TENNESSEE CORRECTION ACADEMY
BASIC CORRECTIONAL OFFICER TRAINING
FY 2023-2024

Firearms Training/Qualification

Class # 506

Week # 5

	<u>Time</u>	<u>Training Module</u>	<u>Hrs.</u>	<u>Instructor</u>	<u>Location</u>
MONDAY = 9	5:00-6:00	Physical Training	1		Gym
	6:00-7:00	BREAKFAST			
	7:00-7:30	Formation	0.5		Gym
	7:30-9:00	Policy, Procedure and Safety	1.5		Armory
	9:00-11:00	Revolver	2		Armory
	11:00-12:00	LUNCH			
	12:00-1:00	Shotgun	1		Armory
	1:00-4:00	Practical Skills	3		Armory
	4:00-5:00	DINNER			
TUESDAY = 9	5:00-6:00	Physical Training	1		Gym
	6:00-7:00	BREAKFAST			
	7:00-7:30	Formation	0.5		Gym
	7:30-8:00	Range Familiarization	0.5		Armory
	8:00-10:00	Skills	2		Armory
	10:00-11:00	Pre-Test Review	1		Armory
	11:00-12:00	LUNCH			
	12:00-2:00	Test / Remedial if needed	2		Farrar A
	2:00-4:00	Live Fire Practice	2		Range
	4:00-5:00	DINNER			
WEDNESDAY = 9	5:00-6:00	Physical Training	1		Gym
	6:00-7:00	BREAKFAST			
	7:00-7:30	Formation	.5		Gym
	7:30-8:30	Non-Scored Live Fire Practice	1		Range
	8:30-11:00	1st Qualification Attempt	2.5		Range
	11:00-12:00	LUNCH			
	12:00-4:00	Balance of 1st Firearms Qualification Attempt	4		Range
	4:00-5:00	DINNER			
THURSDAY = 9	5:00-6:00	Physical Training	1		Gym
	6:00-7:00	BREAKFAST			
	7:00-7:30	Formation	.5		Gym
	7:30-11:00	Electronic Restraint Devices	3.5		Armory
	11:00-12:00	LUNCH			
	12:00-1:00	RACC Belt / Stun-Cuff Overview	1		Armory
	1:00-2:00	Electronic Restraint Devices Test	1		Armory
	2:00-4:00	Personal Searches	2		Armory
4:00-5:00	DINNER				
FRIDAY = 4.0	6:00-7:30	Linen Exchange			
	7:30-8:00	Room Inspection			
	8:00-11:00	2nd Qualification Attempt (as needed) & Range Cleanup/Mentoring (if already qualified)	3		Range
	11:00-12:00	Formation / Dismissal	1		

Total Hours: 40.0

Participants: _____

Complies with ACA Standards 5-ACI-1D-12

Note: Breaks are incorporated by utilizing the 50-minute Academic Hour

rev 3.1.24

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**TENNESSEE CORRECTION ACADEMY
BASIC CORRECTIONAL OFFICER TRAINING
FY 2023-2024**

Class #

Week #6

	<u>Time</u>	<u>Training Module</u>	<u>Hrs.</u>	<u>Instructor</u>	<u>Location</u>
MONDAY = 9.0	5:00-6:00	Physical Training	1		Gym
	6:00-7:00	BREAKFAST			
	7:00-8:00	Formation	1		Gym
	8:00-9:00	Practicum-Overview	1		Auditorium
	9:00-11:00	Practicum -Recreation	2		Farrar B
	11:00-12:00	LUNCH			
	12:00-1:00	Parade Drills	1		Farrar B
	1:00-3:00	Professional Communication	2		Farrar B
	3:00-4:00	Rookie Syndrome	1		Farrar B
	4:00-5:00	DINNER			
TUESDAY = 9.0	5:00-6:00	Physical Training	1		Gym
	6:00-7:00	BREAKFAST			
	7:00-7:30	Formation	0.5		Gym
	7:30-8:00	Photographs	0.5		Farrar B
	8:00-11:00	Practicum -Dining Hall	3		Farrar B
	11:00-12:00	LUNCH			
	12:00-2:00	Practicum - Contraband Search	2		Farrar B
	2:00-3:00	Final Exam Review	1		Farrar B
	3:00-4:00	FINAL EXAM	1		Farrar A/H-403
	4:00-5:00	DINNER			
WEDNESDAY = 10.0	7:00-9:00	Formation/ Travel to DJRC	2		Commissary
	9:00-12:00	Practicum -Cell Searches at	3		
	12:00-1:00	LUNCH			
	1:00-4:00	Practicum -Cell Searches at	3		
	4:00-6:00	Travel to TCA	2		TCA
	6:00-7:00	DINNER			
THURSDAY = 9.0	7:00-8:00	Formation	1		Commissary
	8:00-9:00	Practicum- Debrief	1		Farrar B
	9:00-10:00	Institutional Skills- Handcuffing, Report Writing, Log Book Entries	1		
	10:00-11:00	Wellness Benefits	1		Farrar B
	11:00-12:00	LUNCH / Military Veterans Meeting			
	12:00-1:00	Course Evaluation / Meeting with Administrators	1		Farrar B
	1:00-4:00	Graduation Rehearsal	3		Gym
	4:00-5:00	DINNER			
	5:00-6:00	Final Physical Fitness Evaluation	1		Gym
FRIDAY = 3.0	6:00-7:00	Linen Exchange			
	7:30-8:00	Room Inspection			
	8:00-9:00	Meeting with Instructors	1		Farrar B
	9:00-10:00	Graduation Prep	1		Farrar B
	10:00-11:00	Graduation	1		Gym

Total Hours: 40

Participants:

Complies with ACA Standards 5-ACI-1D-12

Note: Breaks are incorporated by utilizing the 50-minute Academic Hour

rev 4.1.24

BASIC CORRECTIONAL OFFICER TRAINING

WEEK 1 FY 2023-2024

Criminal Thinking

This course ensures Tennessee Department of Correction personnel receive the information necessary to effectively identify the beliefs that fuel common thinking errors and strategies to counteract those tactics.

Cultural Diversity

Cultural issues are personal; they get to the heart of what you think about people, but rarely reveal. We may fear that we will offend others if we voice our opinion or thoughts on racial, ethnic, gender, or other such issues. We must be able and prepared to deal effectively with a wide variety of people; the key word here is effectively. The purpose of this course is to explore ways to work with our cultural differences, not let them be stumbling blocks.

Introduction to Incident Command System

This lesson plan introduces TINCOM - Tennessee Incident Command for Corrections and provides participants with a fundamental understanding of line level response to emergencies in an institutional setting.

First Aid/CPR

Correctional employees face the possibility of having to administer emergency first aid on a daily basis. The purpose of this course is to provide them with the skills and knowledge to accomplish these life saving techniques.

Basic Report Writing

This lesson plan introduces the students to what constitutes a written report and why it is essential to be clear and concise. They will be introduced to the role of written reports as used to effectively discipline inmates and defend themselves in legal processes. These principles will be presented through lecture, discussion, and practicums. The student will write two reports one of which will be a skills test.

Basic E-TOMIS

The participant will learn how to sign on to the E-TOMIS training environment. The instructor(s) will guide the student through the step-by-step process of entering an incident and a disciplinary report onto E-TOMIS. If time allows, a practice incident/disciplinary will also be entered. The student will then be required to demonstrate proficiency by entering an incident and disciplinary report on TOMIS as a skills test.

Counseling Skills

All staff interacting on a regular basis with offenders have daily opportunities to encourage them to change their thinking and subsequently their behavior. Cognitive-behavioral therapy is one of the techniques that can be used as part of the effort to rehabilitate inmates. This type of technique is used in a variety of treatment programs and other staff can support that effort if they are knowledgeable of how it works. Cognitive-behavioral therapies combine cognitive and behavioral techniques to help offenders to identify and correct faulty thinking as it relates to behavior.

Security Threat Groups (STG)

The American Correctional Association concluded years ago that street gangs were slowly becoming the prison gangs of the future. Our prison population has undergone a dramatic change over the past 10 years with an increasing number of inmates who are younger, more violent and have been identified as being members or associates of organized groups. This has created cause for concern for the safety and security of our institutions. Each of you must possess an awareness of the dangers and problems that are unique to the management and control of these inmates. An important first step to effective management is simply the recognition and identification of those inmates who fall into these categories. This course is designed to provide you with information which will allow you to recognize inmates who may be potentially threatening to institutional security and how TDOC attempts to manage the problem.

Hostage Survival

This course is designed not only to teach the cadet how to enhance their chances for survival in a hostage situation but to educate them in some of the procedural responses involved in successfully resolving a hostage situation.

Social/Cultural Lifestyles of Inmates

This course will identify and examine the two social structures that exist in the prison setting; that of staff and that of inmates. The staff structure is based on policies and procedures, while the inmate social structure is more "informal" - based largely on feelings and values of the inmate population. The course will also cover both the employee code and the inmate code. The interaction between these two generally opposing groups will be addressed by some general rules that should be recognized and applied. This course will also provide a view of the unique differences that occur when dealing with female inmates as well as some of the reasons for these differences.

Victim Awareness

The trauma that victims experience when encountering their offender is immeasurable. This class will examine and discuss the victim's experience and how we as a department may be able to minimize the trauma of the victim seeing their attacker again during parole hearings or other victim/offender program meetings. Professional, nonjudgmental demeanor of institutional staff toward visitors will also be discussed.

Work Ethics

This course is designed to look at what it takes to be an ethical employee. The course focuses on workplace values such as coming to work on time, being punctual with regard to lunch breaks, abiding by rules and policies, respecting co-workers, being productive, and serving TDOC inmates in a positive manner.

Staff Teamwork

This course is designed to develop team building skills, assess and develop leadership ability and to train staff in the principles of team decision making and problem solving. It is also a way to improve intercultural relations awareness. The instructor will divide the class into teams. The instructor will then lead the teams through a series of exercises or challenges that will require the team members to make informed decisions.

Shared Security

Regardless of job classification, every correctional employee's primary concern must be the safety and security of the institution. Inmates can and will take advantage of non-security staff members to acquire items of benefit in an escape attempt, obtain contraband, or just to be the recipient of "favors". Non-security personnel do not receive the degree of training on security issues that is provided correctional officers. Unfortunately, neither do

they have the daily reinforcement of the importance of security concerns. This class is designed to emphasize the importance of security to all personnel, regardless of job classification.

Legal and Professional Issues

This is a lecture and activity-based course designed to familiarize the new correctional employee with Constitutionally-protected inmate rights and the employee's professional responsibility as it relates to safeguarding those rights and professionalism. During the course, students will be given instruction on procedures for avoiding behavior or appropriately responding to inmate litigation.

Conflict Resolution

Participants will receive instruction in problem-solving and proactive resolutions of conflict among staff members by supervisors and managers. Participants will become familiar with the employee Disciplinary process and the proper corrective actions to take in issuing disciplinary action.

Social Communication Skills

This course highlights the value of Emotional Intelligence not only in the work environment but throughout everyday interactions. A pre-test and post-test is conducted to assess students learning.

Verbal Self Defense

This course is based on concepts similar to Verbal Judo. Most confrontations with offenders are verbal and if handled properly by the officer (or other staff) are not likely to escalate into a physical attack. The problem is that we as correctional employees often let our ego, our biases, or personal feelings determine how we respond to a situation. These types of responses are not only unprofessional; they are likely to result in making the situation worse, even resulting in a physical attack. When we resort to these types of responses, it may be said (accurately) that the results are "our own fault." This course will provide the correctional employee with many valuable verbal "dos and don'ts" during confrontations with inmates

BASIC CORRECTIONAL OFFICER TRAINING

WEEK 2 FY 2023-2024

Firearms Policy and Procedure

This course of instruction is designed to acquaint you with policies and procedures regarding use of deadly force, criteria for firearms qualification, and personnel authorized to carry firearms. Safety rules for the proper handling of firearms and inspection of ammunition will be discussed to provide for a safe environment during weapon qualification.

Firearms – Revolver

Trainees will receive instruction on the nomenclature of the revolver, which will help enable the trainee to perform adequate safety checks of the firearm. Fundamentals of effective marksmanship (breath control, sight alignment, trigger squeeze, stance, and grip) will be thoroughly explained. The proper method for loading, firing, and unloading as well as common malfunctions and methods of clearing these malfunctions will be covered. The student will also be presented ballistics information on the ammunition issued to them as well as how to properly clean the revolver. Techniques learned in the classroom will be applied on the range during the qualification period.

Firearms – Shotgun

Trainees will receive instruction on the nomenclature of the 12 gauge pump action shotgun. The ability to identify parts and their function will enable the trainee to perform adequate safety checks of the firearm. Fundamentals of effective marksmanship (breath control, sight alignment, trigger squeeze, stance, and grip) as these apply to the shotgun will be thoroughly explained. The proper method for loading, firing, and unloading the shotgun will be covered to ensure that the trainee is well versed in all aspects of safe handling and operation of the weapon. Trainees will be given the procedures they are to use when cleaning the shotgun. Techniques learned in the classroom will be applied on the range during the qualification period.

Range Safety/Familiarization

Before a trainee is allowed to participate in live firing drills on the firing range it is vital that each trainee be given ample opportunity to practice with each weapon in a safe environment until comfortable with each weapon. This course is designed to allow trainees the opportunity to practice handling, loading, and unloading each of the standard issue weapons fired on the range. Participants will practice loading and unloading .38 caliber revolvers, and 12 gauge shotguns using inert ammunition.

Firearms Skills

This is a skills based course that follows classroom instruction and safety instructions on the revolver and shotgun. The participant will demonstrate that they have an understanding of how the guns are loaded and fired while using dummy or inert ammunition. This course is designed to allow the participants to become familiar with each weapon prior to use with live ammunition.

Firearms Test

This is the written component of the firearms program utilized to test comprehension of material presented during the classroom lecture and the skills portion on the revolver and shotgun. Seventy-five percent comprehension is required to pass the test.

Firearms Non-Scored Practice and Firearms Qualification

Tennessee Department of Correction policy requires all Correctional Officers to qualify on the range, after a non-scored live fire practice session, with the .38 caliber revolver and the 12-gauge shotgun. This course is designed to evaluate the trainee's ability to effectively fire each of these weapons. Each participant will be required to fire a minimum score of 80%.

Electronic Restraint Devices

In this course of instruction, Correctional Officers are trained in the proper use of three electronic restraint devices currently approved by TDOC. The Nova "Spirit", the Nova XR-5000 and the Nova Electronic Stun Shield. The proper use of electronic restrains will add a valuable tool to the correctional officer's options for use of force.

Overview of Remotely Activated Custody Control (RACC) Belt/TASER/Stun Cuffs

This course is designed to provide participants with an overview of the Electronic Restraint Devices that are used within our department, their basic components and how to apply them. NOTE: This is not a certification course.

Personal Searches

The overall safety and security of any correctional facility relies greatly upon the ability and the willingness of the employee to perform a thorough, effective search. During this class, we will take an in-depth look into the body search, the types of body searches, and the proper procedures and performance of these searches. Effective searches are one of the primary defenses against escape and other breaches of institutional security. (Reference Policy # 506.06)

Cell/Area Searches

The purpose of this course is to explain the need for searches as well as demonstrate proper procedures for conducting them. This course will also discuss the procedures for cell inspections. The participants will then demonstrate proficiency by performing a cell/area searches under supervision and noting the location of all contraband discovered. Following the class, participants will be given the opportunity to search cells and areas within the facility.

Recognizing Disturbances

A riot is one of the most devastating events that can occur in a correctional facility related to the destruction, the potential for injury or death to both staff and inmates, and the long-term trauma for those who may have been held hostage. Correctional riots are a part of our history and unfortunately, they are potentially a part of our future. It is vitally important, therefore, that *everyone* working in a correctional facility understand riots and disturbances-what they are and how they can be prevented.

Sudden In-Custody Death Syndrome

Correctional Officers have a limited and largely inadequate set of tools to use to safely subdue violent aggressive inmates, according to a recent analysis done by the National Law Enforcement Technology Center about in custody deaths. The Center discovered evidence that unexplained in-custody deaths are caused, more often than is generally known, by a little known phenomenon called positional asphyxia. Correctional Officers need to be aware why these

deaths occur and how to prevent them. Through lecture/discussion and video presentation, the instructor will identify the factors found to cause positional asphyxia. Recommendations for assuring offender safety and advisory guidelines for care of offenders will also be provided.

Crime Scene Protection

Participants will be given instruction on the importance to understand the protection, handling, chain-of-custody, and securing of evidence practices according to policy.

Visitation

Visitation is a vital part of the rehabilitation process of incarcerated offenders. This course provides the fundamental framework for visitation procedure. It provides an overview of processing and supervising offender visitations.

Inmate Disciplinary Procedures

TDOC employees are sworn to faithfully discharge duties and to avoid ill treatment or abuse of inmates under their charge. Each TDOC employee who has direct contact with inmates is required by policy #502.01 to enforce inmate regulations. This course will enable trainees to successfully carry out this requirement.

BASIC CORRECTIONAL OFFICER TRAINING

WEEK 3 FY 2023-2024

Use of Force Policy, Law, and Continuum

This course teaches participants the constraints on the use of force under TDOC policy to aid in the decision-making process of determining the difference between anticipated and immediate use of force, when authorized to implement the use of force, identifying the equipment authorized for use, and the considerations for the applications of force, up to and including deadly force.

This course introduces participants to laws applicable to the use of force continuum with regard to balancing the needs of officers with ethical concerns for the rights and well-being of offenders.

This course is designed to give participants an understanding of guidelines as to the degree of force appropriate in a given situation ranging from officer presence up and to the use of deadly force

Introduction to Close Quarter Personal Defense Level 1 (CQPD-1) Defensive Tactics

During this class the participant will be instructed in the components of the Use of Force Continuum, areas of the body vulnerable to blows, kicks and applied pressure. The class will also discuss the variables applicable to the use of force and how to properly articulate the use of force in both written reports and interviews. Safety precautions will also be covered to reduce the likelihood of injuries.

CQPD-1 Stance Strike

During this portion of the training, the students will demonstrate the interview stance and the bladed body position, used to control the immediate space around them and to react to potential attacks. Students will also demonstrate how to employ open hand strikes to control attackers and elbow strikes and kicking techniques to drive an attacker away from them.

CQPD-1 Defense against Punches, Chokes and Body Locks, and Proper Falls

The class introduces the participant with techniques to escape from a rear chokehold, escape from body locks from the front/behind with arms pinned next to the body and arms free. Techniques will also be taught in the proper method to break your fall if thrown to the ground.

CQPD-1 Basic Restraints

This class consists of a lecture concerning TDOC Policy for applying restraints, both at correctional facilities and in a community supervision setting, as well as hands on demonstration of how to apply handcuffs to compliant and non-compliant offenders. Students will be taught how to apply the restraints individually and with an assisting officer.

CQPD-1 Control Techniques

This course covers the defensive tactic ability to retain a firearm when someone attempts to take possession from a holster; has taken the weapon from the officer; or has a firearm in close proximity to an officer. The participants are instructed in tactics for self-defense and reduce the opportunity of death or serious bodily injury for the officer or other persons. This class teaches the student how to take control of an attacker and get them to the ground in order to apply physical restraints. The class consists of several joint manipulation techniques and take downs.

CQPD-1 Defense Against Edged and Blunt Objects with Handcuffing

Through the use of lecture, demonstration and return demonstration, the participant will be trained to defend themselves against blunt instruments and knife strikes along with follow-up handcuffing techniques.

CQPD-1 Ground Defense

This section of Defensive Tactics will include instruction and application of hand to hand grappling techniques designed to assist the officer in defending themselves from a ground position.

Cell Extraction

This course is an overview of Cell Extractions, why they are done, a description of the team members and what their duties are as well as what type of equipment is used. While mental health staff and medical staff are provided with the skills necessary to minimize the use of mental health restraints and their subsequent implementation, it will be the correctional staff who are the most likely to actually apply the devices.

Therapeutic Restraints Overview

This class identifies different types of mental health restraints approved by the department, the process by which they can be ordered, how they are applied and documentation requirements. While mental health and medical staff are provided with the skill necessary to minimize the use of mental health restraints, it is correctional officers who will actually apply those devices once ordered by appropriate staff.

Chemical Agents

This course introduces the new correctional officer to the use and effects of aerosol chemical agent through lecture and demonstration.

Chemical Agents - Inert Drills & Decontamination

This course expands on the use of chemical agents; it introduces the new correctional officer to the use and effects of aerosol chemical agent through demonstration and practical application. They will receive either a level 1 or level 2 exposure to live chemical agent in the exercise.

BASIC CORRECTIONAL OFFICER TRAINING

WEEK 4 FY 2023-2024

Tier Management

During this course the students will be given information and explanations regarding the purpose and fundamental reasoning for the Tier Management system used by TDOC. This course is designed to help students understand the rationale for this system and its importance in maintaining a secure environment for both staff and inmates.

Security Procedures: Population Count

This course is designed to teach participants the rationale for, and procedures used in conducting Inmate Population Counts, by examining the types, purposes, and principals involved. It will also examine common errors in Population Counting, stressing proper techniques and attitudes as the best way to avoid them. Following the classroom portion, participants will have an opportunity to observe counts being conducted and reported.

Security Procedures: Control of Gates, Perimeters, and Security and Skills

During this course, the instructor will explain how all TDOC institutions shall maintain safe and secure perimeters that are appropriate to their assigned security designation. The participant will be encouraged to participate through discussion, study and related reading of policies. Following the class, participants will have an opportunity to observe the operations of the gates and perimeters.

Transportation/Inmate Escort/Vehicle Searches

The proper procedures for the transportation and escort of inmates are an important function of any correctional system. Of primary importance during the transportation of inmates is both officer and inmate safety that also adequately protects the public. This course will concentrate on transportation rules, procedures, and the proper way to escort inmates in various situations. There will also be a component on the search of transport vehicles.

Security Procedures: Dining Room/Yard Supervision and Skills

Any time you have inmates walking around outside of their housing units or gathered in one location, the potential for serious security and safety problems exists. Contraband being "smuggled" from one location to another, inmates being in unauthorized locations and/or loitering can all lead to more serious issues such as assault, escapes, etc. In this course we will discuss these issues and ways to properly supervise inmate movement and small crowd gatherings. Following the class, participants will be given the opportunity to observe Dining Room and Yard procedures.

Inmate Rules and Grievances

Participants will be given instruction regarding their responsibility in inmate grievance resolution. The purpose of the course is to inform the participants in methods of dealing with grievances to better resolve the inmate issues or differences at the lowest level possible. (Problem Solving, Written Communications, Timely Decision Making)

Volunteers: Their Impact

The purpose of this course is to acquaint employees with the volunteer program as it is set up in the Department of Correction and its impact on recidivism. Through a lecture and discussion session this course will inform the employee of the reason the department uses volunteers and the appropriate manner to process them in and out.

Effective Courtroom Testimony

Correctional staff members, especially those in the Correctional Officer Series, are often called upon to provide testimony in inmate disciplinary procedures and sometimes in court. This class covers the best ways to be effective in the giving of that testimony (especially in court).

Interpersonal Communication

This course is designed to examine what it takes to communicate well in a correctional setting. This course helps the participant understand the process by which people exchange information, feelings, and meaning through verbal and non-verbal messages.

Inmate Religious Property

The course is designed to give participants an introduction into policy that regulates access to all religious resources for all inmates.

Effective Logbook Entries

Documenting routine and extraordinary events is part of virtually every Correctional Officer's daily duties. Almost every post will have a logbook, and it is part of the Officer's responsibility to make sure all pertinent information is documented properly in the correct format.

This block of instruction will start with a lecture describing what type of information needs to be written in the logbook and what does not. The use of slang or abbreviations will be discussed. The specifics of how things should be written will also be discussed. There will be an activity to further define the necessity of effective logbook entries.

Radio Communication

The instructor will define and explain the nomenclature, operation, care, and security matters, pertaining to hand-held two-way radios. The instructor will demonstrate the proper use of a radio. Each trainee will practice and give a return demonstration in the proper use of the radio.

Rookie Syndrome

Identifying and discussing common problems and mistakes a new correctional officer will face when they first report for duty at their assigned facility. Solutions to problems and mistakes will be discussed in class as well as other sources to which the new correctional officer may turn to for assistance.



**TENNESSEE CORRECTION ACADEMY
BASIC PROBATION/PAROLE OFFICER TRAINING
FY 2023 - 2024**

Class #

Week # 1

	Time Block		Training Module	Hrs.	Instructor(s)	Location
MONDAY = 8.5	7:30	- 8:30	Orientation	1.0		
	8:30	- 9:30	ACA Orientation	1.0		
	9:30	- 12:00	First Aid & CPR Certification (online via LMS)	2.5		Farrar A
	12:00	- 1:00	LUNCH			
	1:00	- 5:00	CPR Skills/Vest Fitting/Uniform Issue	4.0		
	5:00	- 6:00	DINNER			
TUESDAY = 8	Time Block		Training Module	Hrs.	Instructor(s)	Location
	8:00	- 9:00	Rules of Supervision	1.0		
	9:00	- 12:00	Caseload Management	3.0		
	12:00	- 1:00	LUNCH			
	1:00	- 3:00	Liability	2.0		
	3:00	- 5:00	TN Constitutional Law	2.0		
WEDNESDAY = 10	Time Block		Training Module	Hrs.	Instructor	Location
	8:00	- 12:00	Opening a Case	4.0		
	12:00	- 1:00	LUNCH			
	1:00	- 2:30	Probation Poster Child	1.5		
	2:30	- 5:00	Social Communication Skills	2.5		
	5:00	- 6:00	DINNER			
THURSDAY = 8	Time Block		Training Module	Hrs.	Instructor	Location
	8:00	- 10:00	Communication, Professionalism, Command Presence	2.0		
	10:00	- 12:00	Investigative Reports	2.0		
	12:00	- 1:00	LUNCH			
	1:00	- 3:00	Contact Notes/ Contact Codes	2.0		
	3:00	- 5:00	Cultural Diversity	2.0		
FRIDAY = 3	Time Block		Training Module	Hrs.	Instructor	Location
	6:00	- 8:00	Linen Exchange			
	8:00	- 9:00	Email Essentials: Addressing and Distributing Email	1.0		
	9:00	- 11:00	Victim Sensitivity	2.0		

Total Hours: 37.5

Breaks are incorporated by utilizing the 50-minute Academic Hour.

Participants:

rev. 10/2/2023



**TENNESSEE CORRECTION ACADEMY
BASIC PROBATION/PAROLE OFFICER TRAINING
Firearms Training/Qualification
FY 2023 - 2024**

Class #

Week #

Group

	Time Block		Training Module	Hrs.	Instructor(s)	Location
MONDAY = 8.5	8:00	- 9:00	Course Introduction	1.0		
	9:00	- 12:00	Pistol Familiarization Lab	3.0		
	12:00	- 1:00	LUNCH			
	1:00	- 3:30	Pistol Familiarization Lab	2.5		
	3:30	- 5:30	Shooting Principles Lab	2.0		
TUESDAY = 8.5	Time Block		Training Module	Hrs.	Instructor(s)	Location
	8:00	- 12:00	Familiarization Practicum	4.0		
	12:00	- 1:00	LUNCH			
	1:00	- 2:00	Exam Review	1.0		
	2:00	- 3:00	Written Exam/Remedial (if necessary)	1.0		
WEDNESDAY = 8.5	Time Block		Training Module	Hrs.	Instructor	Location
	8:00	- 12:00	Live Fire Drills	4.0		
	12:00	- 1:00	LUNCH			
	1:00	- 5:30	Live Fire Drills	4.5		
THURSDAY = 8.5	Time Block		Training Module	Hrs.	Instructor	Location
	8:00	- 9:00	Non-Scored Live Fire Practice	1.0		
	9:00	- 12:00	1st Qualification Attempt	3.0		
	12:00	- 1:00	LUNCH			
	1:00	- 3:30	Balance of 1st Qualification Attempt (if not completed before lunch)	2.5		
FRIDAY = 3.5	Time Block		Training Module	Hrs.	Instructor	Location
	6:00	- 8:00	Linen Exchange			
	8:00	- 11:30	2nd Qualification Attempt (if needed)/ Weapons Cleaning & Range Cleanup	3.5		

Total Hours: 37.5

Breaks are incorporated by utilizing the 50-minute Academic Hour.

Participants:

rev. 10/2/2023

**TENNESSEE CORRECTION ACADEMY
BASIC PROBATION/PAROLE OFFICER TRAINING**

CLOSE QUARTER PERSONAL DEFENSE - LEVEL 1

**Defensive Tactics
FY 2023 - 2024**

Class #

Week #

Group

	Time Block		Training Module	Hrs.	Instructor(s)	Location
MONDAY = 8.5	7:30	8:30	Defensive Tactics - Introduction and Safety	1.0		H-400
	8:30	12:00	Handcuffing	3.5		Gym
	12:00	1:00	LUNCH			
	1:00	3:00	Stances and Strikes/Kicks/Elbows/Straight/Cross/Hook	2.0		Gym
	3:00	5:00	360 Defense/ Counter Punches/ Post/Frame/Swim/Hook	2.0		Gym
	5:00	6:00	DINNER			
TUESDAY = 10					Instructor(s)	Location
	8:00	12:00	Counter Chokes/Headlocks/Bear Hugs	4.0		Gym
	12:00	1:00	LUNCH			
	1:00	2:00	Counter Chokes/Headlocks/Bear Hugs (cont)	1.0		G
	2:00	4:00	Chemical Agents - Classroom	2.0		H-400
	4:00	5:00	Chemical Agents - Inert Drills	1.0		Range
	5:00	6:00	DINNER			
WEDNESDAY = 8					Instructor	Location
	8:00	12:00	Club Defense/Overhead/Forward Strike/ Reverse Stike/ Knife Defense/Straight Thrust/Forward Slash/Reverse Slash/Ice Pick/Upward Strike	4.0		Gym
	12:00	1:00	LUNCH			
	1:00	3:00	Weapons Retention	2.0		
	3:00	5:00	Weapons Retention Scenarios	2.0		
5:00	6:00	DINNER				
THURSDAY = 8					Instructor	Location
	8:00	12:00	Ground Defense/Open/Closed/Half Guards/Break Guard/Mount/Trap/Roll/Escape Rear Mount	4.0		
	12:00	1:00	LUNCH			
	1:00	5:00	ASP Baton	4.0		
5:00	6:00	DINNER				
FRIDAY = 3					Instructor	Location
	6:00	8:00	Linen Exchange			
	8:00	11:00	Skills Test	3.0		

Total Hours: 37.5

Breaks are incorporated by utilizing the 50-minute Academic Hour.

Participants:

rev. 10/2/2023



**TENNESSEE CORRECTION ACADEMY
BASIC PROBATION/PAROLE OFFICER TRAINING
FY 2023 - 2024**

Class #

Week # 4

	Time Block	Training Module	Hrs.	Instructor(s)	Location
MONDAY = 8.5	8:00 - 12:00	Risk Needs Assessment	4.0		
	12:00 - 1:00	LUNCH			
	1:00 - 4:30	Risk Needs Assessment	3.5		
	4:30 - 5:00	Interpersonal Communication	0.5		
	5:00 - 6:00	DINNER			
	6:00 - 6:30	Interpersonal Communication	0.5		
TUESDAY = 10	8:00 - 12:00	Risk Needs Assessment	4.0		
	12:00 - 1:00	LUNCH			
	1:00 - 4:30	Risk Needs Assessment	3.5		
	4:30 - 5:00	Caseload Organization	0.5		
	5:00 - 6:00	DINNER			
	6:00 - 8:00	Caseload Organization	2.0		
WEDNESDAY = 8	8:00 - 12:00	Risk Needs Assessment	4.0		
	12:00 - 1:00	LUNCH			
	1:00 - 4:30	Risk Needs Assessment	3.5		
	4:30 - 5:00	Uniform Policy	0.5		
	5:00 - 6:00	DINNER			
	-				
THURSDAY = 8	8:00 - 12:00	Standards of Supervision	4.0		
	12:00 - 1:00	LUNCH			
	1:00 - 5:00	Re-Entry Simulation	4.0		
	5:00 - 6:00	DINNER			
	-				
FRIDAY = 3	6:00 - 8:00	Linen Exchange			
	8:00 - 9:00	Official Photographs	1.0		
	9:00 - 10:00	Rules of Supervision	1.0		
	10:00 - 11:00	Time Management	1.0		

Total Hours: 37.5

Breaks are incorporated by utilizing the 50-minute Academic Hour.

Participants:

rev. 10/13/2023

**TENNESSEE CORRECTION ACADEMY
BASIC PROBATION/PAROLE OFFICER TRAINING
FY 2023 - 2024**

Class #

Week # 5

	Time Block	Training Module	Hrs.	Instructor(s)	Location
MONDAY = 8	8:00 - 12:00	Graduated Sanctions and Incentives	4.0		
	12:00 - 1:00	LUNCH			
	1:00 - 3:00	Graduated Sanctions and Incentives	2.0		
	3:00 - 5:00	Verbal Self-Defense	2.0		
	5:00 - 6:00	DINNER			
TUESDAY = 9	8:00 - 12:00	Probation Revocation Process	4.0		
	12:00 - 1:00	LUNCH			
	1:00 - 3:00	Probation Revocation Process	2.0		
	3:00 - 5:00	Overview of Sex Offenders	2.0		
	5:00 - 6:00	DINNER			
	6:00 - 7:00	Courtroom Procedures	1.0		
WEDNESDAY = 8	8:00 - 12:00	Parole Revocation Process	4.0		
	12:00 - 1:00	LUNCH			
	1:00 - 5:00	Parole Revocation Process	4.0		
	5:00 - 6:00	DINNER			
THURSDAY = 9	8:00 - 12:00	Parole Revocation Process/Hearing Officer	4.0		
	12:00 - 1:00	LUNCH			
	1:00 - 5:00	Parole Revocation Process Exercise	4.0		
	5:00 - 6:00	DINNER			
	6:00 - 7:00	Improving Technical Writing	1.0		
FRIDAY =	6:00 - 8:00	Linen Exchange			
	8:00 - 10:00	Hostage Survival	2.0		
	10:00 - 11:30	Child and Elder Abuse	1.5		

Total Hours: 37.5

Breaks are incorporated by utilizing the 50-minute Academic Hour.

Participants:

rev 10/2/2023

**TENNESSEE CORRECTION ACADEMY
BASIC PROBATION/PAROLE OFFICER TRAINING
FY 2023 - 2024**

Class #

Week # 6

	Time Block	Training Module	Hrs.	Instructor(s)	Location
MONDAY = 8	8:00 - 12:00	Interstate Compact Services	4.0		
	12:00 - 1:00	LUNCH			
	1:00 - 5:00	e-TOMIS	4.0		
	5:00 - 6:00	DINNER			
	-				
TUESDAY = 10	8:00 - 12:00	Search Procedures	4.0		
	12:00 - 1:00	LUNCH			
	1:00 - 5:00	Search Procedures	4.0		
	5:00 - 6:00	DINNER			
	6:00 - 8:00	Effective Courtroom Testimony	2.0		
	-				
WEDNESDAY = 8	8:00 - 9:00	Drug Testing Procedures	1.0		
	9:00 - 11:00	Street Drug Updates	2.0		
	11:00 - 12:00	NEVO	1.0		
	12:00 - 1:00	LUNCH			
	1:00 - 5:00	Defensive Driving	4.0		
	5:00 - 6:00	DINNER			
THURSDAY = 8	8:00 - 9:00	Fee Training	4.0		
	12:00 - 1:00	LUNCH			
	1:00 - 4:00	Security Threat Groups (STGs)	3.0		
	4:00 - 5:00	Graduation Practice	1.0		
	5:00 - 6:00	DINNER			
	-				
FRIDAY = 3.5	6:00 - 7:30	Linen Exchange			
	7:30 - 9:00	Wrap up/Evaluations/Graduation Preparation	1.5		
	9:00 - 11:00	Graduation/Commisioning/Weapon Loading Procedure	2.0		
	-				

Total Hours: 37.5

Breaks are incorporated by utilizing the 50-minute Academic Hour.

Participants:

rev. 10/2/2023

BASIC PROBATION/PAROLE OFFICER TRAINING – WEEK 1

First Aid Certification

Correctional employees face the possibility of having to administer emergency first aid on a daily basis. The purpose of this course is to provide them with the skills and knowledge to accomplish these life saving techniques. This course covers First Aid topics and is designed to prepare participants to respond to emergency situations by utilizing video and skill demonstrations as well as class discussion. The course will culminate with a post test and participants who successfully complete all components will be issued an American Red Cross First Aid Certification Card.

CPR

This course is the Adult CPR/AED component. This course is designed to prepare participants to respond to emergency situations by utilizing video and skill demonstrations as well as class discussion. This course also includes instruction on the AED device. The course will culminate with a post test and participants who successfully complete all components will be issued an American Red Cross Adult CPR/AED Certification Card.

Caseload Management

The goals of offender supervision are to minimize public risk, promote lawful behavior and assist with positive rehabilitation efforts. Many policies and procedures governing all aspects of supervision and caseload management of community supervision offenders exist to enable Probation Parole Officers the knowledge and ability to meet these goals. This course will provide the knowledge and teach the correct procedures for caseload management that are not taught in separate classes of the pre-service training.

Rules of Supervision

To comply with the Tennessee Department of Correction's mission statement of providing effective community supervision in order to enhance public safety, the sentencing courts in probation cases and the Parole Board in parole cases impose a set of general conditions all offenders under supervision must abide by. During this class the participant will review the procedural requirements regarding the rules of supervision and discuss the meaning of the general rules.

Opening a Case

When an offender is placed under supervision, it is the Probation Parole Officer's responsibility to open a case file. In this course we will cover the process of opening a case file including the required forms and documentation.

Liability

During this course of instruction, TDOC Legal staff will discuss the State and federal laws and TDOC policies that govern the use of state issued firearms.

TN and Constitutional Law

The lesson is taught via a combination of lecture and discussion. The purpose of this lesson is to ensure staff employed by the Tennessee Department of Correction becomes familiar with Tennessee Code Annotated (TCA) chapters that pertain to community supervision. This lesson is best taught by using the traditional classroom setting. The instructor should be well versed in this material in order to answer any specific questions relating to TCA. During

this block of instruction, a computerized slide show presentation will be used to enhance the delivery of the information. Includes **Constitutional Law**: This course will discuss the United States Constitutional Foundations as it relates to law enforcement and Corrections. The Bill of Rights will be discussed with particular attention to the 4th, 5th, 6th, and 8th amendments. Several Court cases in the development of Federal and State applications of law will be reviewed. The results of not following the Constitution, federal and State Law along with TDOC Policy will be discussed. Finally, a survey of some common laws, and the police powers of the Department are discussed to allow the student to gain some connection between theory and how the TDOC and the State of Tennessee must conduct business in relation to the Constitution.

Communication, Professionalism and Command Presence

This course is designed to examine what it takes to communicate well in a correctional setting. Good communication is absolutely essential. We must be able to communicate with other staff and inmates as well as the public in order to complete our mission. We will also discuss the role professionalism and being a good role model plays in our day to day work. Last, but certainly not least, we will discuss the importance of maintaining a “command presence”.

Investigative Reports

The first and foremost duty of probation parole officers is to protect the public. Investigative reports aid in the sentencing, paroling, classification and supervision of offenders; therefore, they are an integral part of a probation parole officer’s duties in protecting the public. This class will examine the different types of investigative reports, the purposes of the reports and the procedures involved in investigating and preparing the reports.

Contact Notes/Contact Codes

Document, document, document! During this class participants will learn the guidelines for contact notes, learn the different categories of contact notes and their purposes, and become familiar with the codes used to record the contact notes.

Victim Sensitivity

Historically, Community Supervision practices have been offender – directed and have ignored or passively responded to the concerns of crime victims. While offender supervision strategies are aimed at protecting the public as a whole from further victimization; the interests of individual victims are often lost under the mass of paperwork and growing caseloads of offenders. A victim would profit from understanding that offenders will be held accountable for their actions either through payment of restitution or other supervisory conditions. While the primary goal for community supervision agencies, sentencing courts and correctional facilities can and should provide services to victims of crime.

BASIC PROBATION/PAROLE OFFICER TRAINING – WEEK 2

Firearms Training

Orientation/Course Introduction

This course is designed to familiarize the shooter with the safe and effective operation of the semi-automatic pistol. The participant must pass a written exam with a score of 75% or more and pass a live fire qualification with a score of 80% or more.

Pistol Familiarization Lab

This course is designed to give each participant in-depth information concerning the design and construction of the semi-automatic pistol as well as the components and safety mechanisms

Shooting Principles Lab

The primary objective for every shooter should be accuracy, consistency, speed and safety. These are the skills that every shooter strives to perfect. In order to achieve this objective a shooter must know and practice the basic fundamentals of shooting each time he or she pulls the trigger.

Live Fire Drills

This class provides the participant with information and practice regarding firing the weapon including the three step draw stroke, alternative shooting platforms, shooting on the move, and engaging multiple targets.

Includes Stoppage Reduction Drills: The participant will be given instructions in malfunctions that may interrupt the firing cycle and methods to safely clear the weapon.

Qualification Practice

Participants will be given time to practice firing the weapon prior to attempting the official qualification course.

Qualification

Participants will fire a total of 50 rounds during this portion and must attain a score of 80% or more to continue in the program.

BASIC PROBATION/PAROLE OFFICER TRAINING – WEEK 3

Defensive Tactics training

Introduction to Defensive Tactics

During this class the participant will be instructed in the components of the Use of Force Continuum, areas of the body vulnerable to blows, kicks and applied pressure. The class will also discuss the variables applicable to the use of force and how to properly articulate the use of force in both written reports and interviews. Safety precautions will also be covered to reduce the likelihood of injuries.

Defensive Tactics – (Handcuffing)

Through the use of lecture, demonstration and return demonstration, the participant will be trained in handcuffing techniques, application, and policy constraints.

Defensive Tactics – (Stance Strike)

During this portion of the training, the students will demonstrate the interview stance and the bladed body position, used to control the immediate space around them and to react to potential attacks. Students will also demonstrate how to employ open hand strikes to control attackers and elbow strikes and kicking techniques to drive an attacker away from them.

Defensive Tactics – (CQPD)

This class teaches the student how to defend themselves against sudden, unexpected attacks and drive their attacker off balance in order to gain physical control over them. It also teaches how the student can keep an attacker from closing into range to attack them and if required, to close with an offender and gain physical control over them.

Defensive Tactics – (Chokes and Body Locks)

The class introduces the participant with techniques to escape from a rear chokehold, escape from body locks from the front/behind with arms pinned next to the body and arms free. Techniques will also be taught in the proper method to break your fall if thrown to the ground.

Chemical Agents

This course introduces the new correctional officer to the use and effects of aerosol chemical agent through lecture and demonstration.

Chemical Agents – Application & Decontamination

This course expands on the use of chemical agents; it introduces the new correctional officer to the use and effects of aerosol chemical agent through demonstration and practical application. They will receive either a level 1 or level 2 exposure to live chemical agent in the exercise.

Defensive Tactics – (Ground Defense)

This section of Defensive Tactics will include instruction and application of hand to hand grappling techniques designed to assist the officer in defending themselves from a ground position.

Defensive Tactics - (Weapons Retention)

This course covers the defensive tactic ability to retain a firearm when someone attempts to take possession from a holster; has taken the weapon from the officer; or has a firearm in close proximity to an officer. The participants are instructed in tactics for self-defense and reduce the opportunity of death or serious bodily injury for the officer or other persons.

Defensive Tactics - (Defense Against Blunt Objects and Edged Weapons)

Through the use of lecture, demonstration and return demonstration, the participant will be trained to defend themselves against blunt instruments and knife strikes along with follow-up handcuffing techniques.

ASP Baton

Participants are provided training certifying them in defensive tactics using the ASP Baton. The baton tactics include open and closed modes of use for defensive purposes.

Criminal Thinking

This course ensures Tennessee Department of Correction personnel receive the information necessary to effectively identify the beliefs that fuel common thinking errors and strategies to counteract those tactics.

Infectious Diseases

This course introduces participants to the various blood borne and other pathogens that are contagious, including HIV, Tuberculosis and Hepatitis. It covers the Exposure Control Plan and the use of Standard Precautions to prevent the spread of infection.

Hostage Survival

This course is designed not only to teach the participant how to enhance their chances for survival in a hostage situation but to educate them in some of the procedural responses involved in successfully resolving a hostage situation.

BASIC PROBATION/PAROLE OFFICER TRAINING – WEEK 4

Standards of Supervision

Tennessee Department of Correction policy mandates that every offender shall be classified and supervised based on the degree of risk he/she may present to the community, the offender's needs for assistance and surveillance and the availability of resources. The quality and frequency of officer activity and/or contact with or on behalf of offenders is essential to public safety and the offender's successful community adjustment, therefore, the Assistant Commissioner of Community Supervision will develop and maintain the Case Management Protocol Manual and the Standards of Supervision. This class will allow the participants to become familiar with the procedure for determining the level of supervision, the standards of supervision and compliance with the standards of supervision.

Risk and Needs Assessment (RNA)

STRONG-R is the agency risk assessment tool that gives a dynamic look at the risks and needs of the offender population. The information generated by the STRONG-R will be used to determine an offender's risk to reoffend and their criminogenic needs in Prison and supervision level in Community Supervision. This course introduces participants to Risk and Needs Assessment. Participants will be trained and certified on the STRONG-R instrument.

Caseload Organization

The goals of offender supervision are to minimize public risk, promote lawful behavior and assist with positive rehabilitation efforts. Many policies and procedures governing all aspects of supervision and caseload management of community supervision offenders exist to enable Probation Parole Officers the knowledge and ability to meet these goals. This course will provide the knowledge and teach the correct procedures for caseload organization.

Time Management

This lesson plan introduces correction officers to the essential time management tools needed to do long range planning and handle day to day projects and assignments.

BASIC PROBATION/PAROLE OFFICER TRAINING – WEEK 5

Graduated Sanctions and Incentives

This class is designed so that the participants will learn how to impose swift, certain, and proportionate sanctions for non-compliant behavior by an offender under Community Supervision in order to gain compliance without the offender returning to custody. In addition, the participants will learn how to award incentives for offender positive behavior since it has been proven that people also respond well to positive reinforcement. Sanctions and incentives are complementary to effecting behavior change. This behavior change is the goal.

Verbal Self Defense

This course is based on the concepts presented in Verbal Judo. Most confrontations with offenders are verbal and if handled properly, by the officer (or other staff), are not likely to escalate into a physical attack. The problem is that we as correctional employees often let our ego, our biases, or personal feelings determine how we respond to a situation. These types of responses are not only unprofessional; they are likely to result in making the situation worse, even resulting in a physical attack. When we resort to these types of responses, it may be said (accurately) that the results are “our own fault.” This course will provide the correctional employee with many valuable verbal “do’s and “don’ts” during confrontations with inmates

Probation Revocation Process

Probation Parole Officers are required to make a prompt and thorough investigation of the facts and circumstances regarding any alleged probation violation. A careful decision then has to be made whether to prepare and file a violation report in order to proceed to a revocation hearing. This course will allow all participants to become familiar with the probation revocation process and all its procedures from investigating the violation through the revocation hearing.

Overview of Sex Offenders

Whether you are a pre-sentence investigation writer, a Probation & Parole officer (PPO) or a Programmed Supervision Unit (PSU) officer you will come into contact with sex offenders while working for Community Supervision. This course is designed to give all participants a basic overview of which offenders are classified as sex offenders and what supervision requirements are mandated for sex offenders.

Parole Revocation Process

The mission of the Tennessee Department of Correction is to minimize public risk and promote lawful behavior by the prudent, orderly release and community supervision of adult offenders at the least cost to taxpayers. When a parolee fails to follow the rules of parole, it is the essential that the Probation Parole Officer holds him/her accountable through the parole revocation process. This course will provide an introduction to the parole revocation process.

Courtroom Procedures

Attending court hearings is one of the major job duties of a Probation Parole Officer (PPO). It is also one of the times that all PPO’s must dress and conduct themselves in the utmost professional manner since their dress and

conduct is not only a reflection of themselves but also of the agency. Being prepared prior to court appearances will definitely help PPO's in meeting this job duty successfully. This course will provide information on appropriate dress and conduct, being prepared and testifying that will enable any PPO to be a professional in court.

Child and Elderly Abuse

The lesson is taught via a combination of lecture and discussion. The purpose of this lesson is to ensure staff employed by the Tennessee Department of Correction receive the information necessary to effectively identify and report suspected child and elder abuse within agency requirements and Tennessee Law TCA 37-1-403, 37-1-412, 39-13-506, 39-13-509, 39-13-522, 39-15-302, 39-15-401, 39-15-402 (Haley's Law), 71-6-102, 71-6-103, 71-6-110, 71-6-119. During this block of instruction, a computerized slide show presentation will be used to enhance the delivery of the information.

BASIC PROBATION/PAROLE OFFICER TRAINING – WEEK 6

Interstate Compact Services

Many, many times it becomes necessary for an offender convicted in one state to reside in another state. This is accomplished through the Interstate Compact for Adult Offender Supervision (ICAOS) which is a formal agreement among member states that regulates the interstate movement of adult offenders in order to promote public safety. ICAOS even has congressional consent under Article I, Section 10 of the United States Constitution and pursuant to Title 4, Section 112(a) of the United States Code. This course will provide an overview of general information and the rules regarding ICAOS.

E-TOMIS

The participant will learn how to sign on to the E-TOMIS training environment. The instructor will assist the student through several conversations in "inquire only" and some in which the student must enter information. After several practice exercises, the trainee will be given a skill test during which they must assess pre-loaded information and correctly answer questions about each conversation accessed.

Search Procedures

The overall safety and security of any officer relies greatly upon the ability and the willingness of the officer to perform thorough, effective personal searches. During this class, we will take an in-depth look into the body search, the types of body searches, and the proper procedures and performance of these searches. Effective offender home searches will also be discussed and examined. The student will identify core concepts associated with home searches of probationers and paroles under the supervision of the TN Department of Corrections.

Drug Testing Procedures

The purpose of this course is to outline the new Field Services Officer with the guidelines and procedures that should be followed for conducting drug and alcohol screens. Topics included are imposition of graduated sanctions for continued drug use, and identifying treatment interventions.

Street Drug Update

This course will cover the common forms of ingestion, basic pharmacological effects upon the user and a physical description of these drugs in order to aid in their recognition.

Defensive Driving - Non-Emergency Vehicle Operation (NEVO)

The course of instruction will familiarize the participant with Non-Emergency Vehicle Operations. National statistics show an increase in fatal crashes annually that could have been prevented with proper understanding in vehicle dynamics and education. To improve an individual's driving skills

Fee Training

This class is designed to teach students the use of the Fee System to set up an offender's fees based on the type of case entered into the Tennessee Offender Management Information System (TOMIS).

Security Threat Group (STG)

Each officer must possess an awareness of the dangers and problems that are unique to the management and control of these offenders. An important first step to effective management is simply the recognition and identification of those who fall into these categories. This course is designed to provide the participant with information that will allow them to recognize offenders who may be security threat group members.



**TENNESSEE CORRECTION ACADEMY
BASIC CORRECTIONAL PROFESSIONALS TRAINING**

Prisons

Class #

FY 2023-2024

Week #1

WEEK OF

Class starts at 8:00

		<u>Training Module</u>	<u>Hrs.</u>	<u>Instructor</u>	<u>Location</u>
MONDAY = 8.0		Introduction to the Criminal Justice System	1		
		Shared Security	2		
		Staff Teamwork	2		
		Cultural Diversity	2		
		Work Ethics	1		
TUESDAY = 8.0		<u>Training Module</u>	<u>Hrs.</u>	<u>Instructor</u>	<u>Location</u>
		First Aid and CPR / Skills	3		
		Hostage Survival	2		
		Introduction to Incident Command System	1		
		Legal and Professional Issues	2		
WEDNESDAY = 8.0		<u>Training Module</u>	<u>Hrs.</u>	<u>Instructor</u>	<u>Location</u>
		Street Drug Awareness	3		
		Criminal Thinking	2		
		Social-Cultural Lifestyles and Gender Issues of Offenders	2		
		Victim Awareness	1		
THURSDAY = 8.0		<u>Training Module</u>	<u>Hrs.</u>	<u>Instructor</u>	<u>Location</u>
		Security Threat Group (STG) Identification	3		
		Writing Effective Emails and Instant Messages	1		
		Active Listening	2		
		eTOMIS Basics	2		
FRIDAY = 8.0		<u>Training Module</u>	<u>Hrs.</u>	<u>Instructor</u>	<u>Location</u>
		Social Communication Skills	3		
		Conflict Resolution	2		
		Defensive Tactics	3		

Total Hours: 40

Participants:

Complies with ACA Standards 5-ACI-ID-12

Note: Breaks are incorporated by utilizing the 50-minute Academic Hour.

rev. 10/2/2023

1 Hour Lunch

May 24, 2024



TENNESSEE CORRECTION ACADEMY
BASIC CORRECTIONAL PROFESSIONALS TRAINING PROGRAM
 for Community Supervision and Rehab Services staff
- LOCATION
Class# FY 2023 - 2024

	<u>Training Module</u>	<u>Hrs.</u>	<u>Instructor</u>	<u>Location</u>
MONDAY = 8.0	Introduction to the Criminal Justice System	1		
	Criminal Thinking	2		
	Cultural Diversity	2		
	First Aid and CPR Certification	3		
TUESDAY = 8.0	<u>Training Module</u>	<u>Hrs.</u>	<u>Instructor</u>	<u>Location</u>
	Security Threat Group (STG) Identification	3		
	Social/Cultural Lifestyles and Gender Issues of Offenders	2		
	Victim Awareness	1		
	Hostage Survival	2		
WEDNESDAY = 8.0	<u>Training Module</u>	<u>Hrs.</u>	<u>Instructor</u>	<u>Location</u>
	Surviving an Active Shooter Event	2		
	Work Ethics	1.5		
	Staff Teamwork	2		
	Counseling Skills	1		
	Substance Use Dependency (SUD)	1.5		
THURSDAY = 8.0	<u>Training Module</u>	<u>Hrs.</u>	<u>Instructor</u>	<u>Location</u>
	Introduction to Incident Command System	1		
	Basic eTOMIS	2		
	Verbal Self Defense	2		
	Defensive Tactics	3		
FRIDAY = 5.5	<u>Training Module</u>	<u>Hrs.</u>	<u>Instructor</u>	<u>Location</u>
	Social Communication Skills	3		
	Conflict Resolution	2		
	Writing Effective Emails & Instant Messages [online]	0.5	NIC	online

Total Hours: 37.5

Participants:

Complies with ACA Standards 4-APPFS-3A-05

Note: Breaks are incorporated by utilizing the 50-minute Academic Hour.

1-Hour Lunch

rev.10/2/2023

May 24, 2024

BASIC CORRECTIONAL PROFESSIONALS TRAINING

FY 2023 - 2024

Note: BCPT is only one full week of training.

Criminal Thinking

This course ensures Tennessee Department of Correction personnel receive the information necessary to effectively identify the beliefs that fuel common thinking errors and strategies to counteract those tactics.

Cultural Diversity

Cultural issues are personal; they get to the heart of what you think about people, but rarely reveal. We may fear that we will offend others if we voice our opinion or thoughts on racial, ethnic, gender, or other such issues. We must be able and prepared to deal effectively with a wide variety of people; the key word here is effectively. The purpose of this course is to explore ways to work with our cultural differences, not let them be stumbling blocks.

Introduction to Incident Command System

This lesson plan introduces TINCOM - Tennessee Incident Command for Corrections and provides participants with a fundamental understanding of line level response to emergencies in an institutional setting.

First Aid/CPR

Correctional employees face the possibility of having to administer emergency first aid on a daily basis. The purpose of this course is to provide them with the skills and knowledge to accomplish these life saving techniques.

Basic Report Writing

This lesson plan introduces the students to what constitutes a written report and why it is essential to be clear and concise. They will be introduced to the role of written reports as used to effectively discipline inmates and defend themselves in legal processes. These principles will be presented through lecture, discussion, and practicums. The student will write two reports one of which will be a skills test.

Basic E-TOMIS

The participant will learn how to sign on to the E-TOMIS training environment. The instructor(s) will guide the student through the step-by-step process of entering an incident and a disciplinary report onto E-TOMIS. If time allows, a practice incident/disciplinary will also be entered. The student will then be required to demonstrate proficiency by entering an incident and disciplinary report on TOMIS as a skills test.

Counseling Skills

All staff interacting on a regular basis with offenders have daily opportunities to encourage them to change their thinking and subsequently their behavior. Cognitive-behavioral therapy is one of the techniques that can be used as part of the effort to rehabilitate inmates. This type of technique is used in a variety of treatment programs and other staff can support that effort if they are knowledgeable of how it works. Cognitive-behavioral therapies combine cognitive and behavioral techniques to help offenders to identify and correct faulty thinking as it relates to behavior.

Security Threat Groups (STG)

The American Correctional Association concluded years ago that street gangs were slowly becoming the prison gangs of the future. Our prison population has undergone a dramatic change over the past 10 years with an

increasing number of inmates who are younger, more violent and have been identified as being members or associates of organized groups. This has created cause for concern for the safety and security of our institutions. Each of you must possess an awareness of the dangers and problems that are unique to the management and control of these inmates. An important first step to effective management is simply the recognition and identification of those inmates who fall into these categories. This course is designed to provide you with information which will allow you to recognize inmates who may be potentially threatening to institutional security and how TDOC attempts to manage the problem.

Hostage Survival

This course is designed not only to teach the cadet how to enhance their chances for survival in a hostage situation but to educate them in some of the procedural responses involved in successfully resolving a hostage situation.

Social/Cultural Lifestyles of Inmates

This course will identify and examine the two social structures that exist in the prison setting; that of staff and that of inmates. The staff structure is based on policies and procedures, while the inmate social structure is more "informal" - based largely on feelings and values of the inmate population. The course will also cover both the employee code and the inmate code. The interaction between these two generally opposing groups will be addressed by some general rules that should be recognized and applied. This course will also provide a view of the unique differences that occur when dealing with female inmates as well as some of the reasons for these differences.

Victim Awareness

The trauma that victims experience when encountering their offender is immeasurable. This class will examine and discuss the victim's experience and how we as a department may be able to minimize the trauma of the victim seeing their attacker again during parole hearings or other victim/offender program meetings. Professional, nonjudgmental demeanor of institutional staff toward visitors will also be discussed.

Work Ethics

This course is designed to look at what it takes to be an ethical employee. The course focuses on workplace values such as coming to work on time, being punctual with regard to lunch breaks, abiding by rules and policies, respecting co-workers, being productive and serving TDOC inmates in a positive manner.

Staff Teamwork

This course is designed to develop team building skills, assess and develop leadership ability and to train staff in the principles of team decision making and problem solving. It is also a way to improve inter-cultural relations awareness. The instructor will divide the class into teams. The instructor will then lead the teams through a series of exercises or challenges that will require the team members to make informed decisions.

Shared Security

Regardless of job classification, every correctional employee's primary concern must be the safety and security of the institution. Inmates can and will take advantage of non-security staff members to acquire items of benefit in an escape attempt, obtain contraband, or just to be the recipient of "favors". Non-security personnel do not receive the degree of training on security issues that is provided correctional officers. Unfortunately, neither do they have the daily reinforcement of the importance of security concerns. This class is designed to emphasize the importance of security to all personnel, regardless of job classification.

Legal and Professional Issues

This is a lecture and activity-based course designed to familiarize the new correctional employee with Constitutionally-protected inmate rights and the employee's professional responsibility as it relates to safeguarding those rights and professionalism. During the course, students will be given instruction on procedures for avoiding behavior or appropriately responding to inmate litigation.

Conflict Resolution

Participants will receive instruction in problem-solving and proactive resolutions of conflict among staff members by supervisors and managers. Participants will become familiar with the employee Disciplinary process and the proper corrective actions to take in issuing disciplinary action.

Social Communication Skills

This course highlights the value of Emotional Intelligence not only in the work environment but throughout everyday interactions. A pre-test and post-test is conducted to assess students learning.

Verbal Self Defense

This course is based on concepts similar to Verbal Judo. Most confrontations with offenders are verbal and if handled properly by the officer (or other staff) are not likely to escalate into a physical attack. The problem is that we as correctional employees often let our ego, our biases, or personal feelings determine how we respond to a situation. These types of responses are not only unprofessional; they are likely to result in making the situation worse, even resulting in a physical attack. When we resort to these types of responses, it may be said (accurately) that the results are "our own fault." This course will provide the correctional employee with many valuable verbal "do's and "don'ts" during confrontations with inmates

Introduction to Defensive Tactics (CQPD)

During this class the participant will be instructed in the components of the Use of Force Continuum, areas of the body vulnerable to blows, kicks and applied pressure. The class will also discuss the variables applicable to the use of force and how to properly articulate the use of force in both written reports and interviews. Safety precautions will also be covered to reduce the likelihood of injuries.

This class teaches the student how to defend themselves against sudden, unexpected attacks and drive their attacker off balance in order to gain physical control over them. It also teaches how the student can keep an attacker from closing into range to attack them and if required, to close with an offender and gain physical control over them.

**SPECIALTY
CLASS SCHEDULES
AND
COURSE DESCRIPTIONS**



**TENNESSEE CORRECTION ACADEMY
iLEAD TRAINING**

Class # _____

FY 2023 - 2024

	<u>Class Hour</u>	<u>Training Module</u>	<u>Hrs.</u>	<u>Facilitator</u>	<u>Location</u>
MONDAY = 8.0	8:00-9:00	Orientation	1.0		
	9:00-11:00	Intro into leadership philosophy	2.0		
	11:00-12:00	LUNCH			
	12:00-2:00	Understanding Mental Models/Motivation	2.0		
	2:00-3:30	Personal Mastery	1.5		
	3:30-5:00	Team Building/Networking	1.5		
	5:00	DINNER			
TUESDAY = 8.0	8:00-10:00	Team Synergy	2.0		
	10:00-12:00	Personality Assessment and differences	2.0		
	12:00-1:00	LUNCH			
	1:00-3:00	Understanding Generational differences	2.0		
	3:00-5:00	Social Communication Skills 2.0	2.0		
WEDNESDAY = 7.0	8:00-10:00	Managing up	2.0		
	10:00-12:00	Mindfulness of Reducing Stress	2.0		
	12:00-1:00	LUNCH			
	1:00-4:00	Conflict Resolution	3.0		
THURSDAY = 5.0	8:00-11:00	Interviewing skills	3		
	11:00-12:00	What's next for me?	1		
	12:00-1:00	Graduation	1		
	<u>Class Hour</u>	<u>Training Module</u>	<u>Hrs.</u>	<u>Facilitator</u>	<u>Location</u>

Total Hours: 28.0

Participants:

Note: Breaks are incorporated by utilizing the 50-minute Academic Hour

rev 10/2/2023

Individually Leading, Educating, Achieving and Developing (iLEAD)

In today's workforce, it is essential to lead where we are. Individually leading, educating, achieving, and developing (iLEAD) ourselves is critical to accomplish personal goals and meet the needs of our difficult mission and vision. iLEAD is a four-day workshop with a focus on line staff. This program is open to employees with at least six months of service. Acceptance into the program is through a recommendation at the request of directors, wardens, and supervisors. iLEAD is a fast-paced in-person course that requires committed, dedicated participants.

Intro Into Leadership Philosophy

21st century leadership is a whole new world! More than ever before, everybody can lead-- because everybody can serve. During this workshop, participants will learn practical strategies for becoming a leader. They will learn what is leadership, how leadership works, and how to develop leadership skills that align with the agency's mission, vision, and values?

Shared Vision

A shared vision is a vision that many people are truly committed to because it reflects their own personal vision. Shared visions are vital for learning organizations because it provides the focus and energy for learning. When people truly share a vision, they are connected, bound together by a common aspiration. A shared vision is not an idea. It is a force in people's hearts, a force of impressive power compelling enough to acquire the support of more than one person. Sharing a healthy vision within the workforce can build a resilient team.

Understanding Mental Models/Motivation

Mental models can be simple generalizations such as 'people are untrustworthy', or they can be complex theories, such as my assumptions about why members of my team interact, they as they do. Mental models are active, they shape how we act. When we believe people are untrustworthy, we act different around them than if we thought they were trustworthy. Mental models are powerful and control our perception of reality. Two people with different mental models can observe the same event and describe it differently because they observed different details and made different interpretations.

Personal Mastery

When personal mastery becomes a discipline- an activity we integrate into our lives- it embodies two underlying movements. The first is continually clarifying what is important to us. The "why" behind our actions. We spend so much time coping with problems along our path that we tend to forget what led us on the path. The results are we only have a dim, or even inaccurate, view of what's important. The second is continually learning how to see current reality clearly. We have all known people who are stuck because they often pretend everything is alright, which prevents mastery. In this workshop, participants will learn how the discipline of how personal mastery increases our ability to produce the results we truly want.

Team Synergy

Effective teamwork does not happen by accident. Our mission proves that effective teamwork is more important than ever. Collaborating with others to meet a common goal is one of the hardest things to

accomplish in the workplace. During this workshop, participants learn how to positively contribute to a team both as a leader and a follower. Communication, problem solving, defining key characteristics and components of high performing teams are explored. Participants will be able to describe why trust, conflict resolution, commitment, accountability, and attention to details are key underpinnings for the success of all teams.

Personality Assessment and differences

Often, we are aware of our personality traits; however, we are unaware of how our personality impacts the work environment. Whether we're an introvert, extrovert, over sensitive, or even a little rough around the edges we still need to be aware and conscious of everyone else's personality. In this course, participants will take a personality assessment, compare it to others in the class, and learn the importance of being considerate of everyone, even when we are exactly alike or completely different. Additionally, participants will learn how this skill can help them grow and lead in the department.

Understanding Generational differences

While it's important to treat everyone as an individual and not stereotype them based on their generation, there are some general differences to keep in mind. You may not realize it but how you communicate with each other, especially those in different generations than you, plays a huge role in productivity in the workplace. This workshop will teach you how to deal with everyone around you while teaching you how to appreciate what different generations bring to the table.

Social Communication Skills 2.0

In SCS you learned your emotional intelligence strengths and weaknesses. SCS 2.0 will help to master emotional intelligence that builds on knowledge and skills learned in the first level of SCS. Participants in this workshop will learn how to think in new ways about how their emotions operate day-to-day moments that often go undetected, dismissed and unresolved.

Mindfulness of Reducing Stress

Stress, and the resulting burnout, impacts every part of our physical, social, and psychological self and can have dramatic effects. In today's fast-paced, high-demand world, it is harder to just stop, breathe, and live in the moment. With the right tools and some simple mindfulness strategies, one has the power to greatly decrease the negative effects of stress and increase personal health, happiness, and well-being. This workshop will investigate the stages of burnout, how to prevent burnout, and stress management strategies to continue to be a high performer.

Managing Up

It is not easy identifying the obstacles that prevent us from having a positive and productive relationship with our manager or supervisor. Managing up takes practice and great communication skills. When you manage up your needs and your supervisors need get met and that makes for a

productive, positive shift that brings the team even closer to meeting the mission and vision of our department.

Conflict Resolution

Every day we are faced with conflict: traffic, spouses, children, money, schedules, personalities, etc. How we deal with conflict greatly affects our well-being and how we accomplish mission critical tasks at work. In this Conflict Resolution course, participants will learn how to manage and deal with conflict. Participants will also learn decision making skills and how to deal with the impact of the decisions they make.

Interviewing Skills

At a time when more and more employers are hiring for "fit" and training for skill, the interview is more important than ever. This workshop focuses on interview preparation. Participants will be provided the steps necessary to have a successful interview. The workshop will focus on preparing for the interview, learning how to respond to different types of interview questions, and the appropriate follow-up process after an interview has taken place.

What's Next For Me?

Using the S.M.A.R.T. Formula develop a plan of action for developing leadership skills that will proactively prepare you to promote up through TDOC leadership roles.

**TENNESSEE CORRECTION ACADEMY
NEW SUPERVISOR TRAINING**

Class #

**FY 2023 - 2024
(dates of training)**

	<u>Class Hour</u>	<u>Training Module</u>	<u>Hrs.</u>	<u>Instructor</u>	<u>Location</u>
MONDAY = 8.0	8:00-9:00	Orientation	1		
	9:00-10:00	Tennessee State Government Overview	1		
	10:00-11:00	Embrace your Role as a Supervisor	1		
	11:00-12:00	Building Effective Teams	1		
	12:00-1:00	LUNCH			
	1:00-2:00	Building Effective Teams	1		
	2:00-3:00	Hiring Process Action Steps	1		
	3:00-4:00	Leading the Workforce-Employee Engagement -Measuring the Work-Data Driven Decision Making	1		
	4:00-5:00	DINNER			
	5:00-6:00	Leave and Attendance	1		
TUESDAY = 10	8:00-9:00	Employee Mediation	1		
	9:00-10:00	Promote Communication	1		
	10:00-12:00	Legal Issues Supervisors Need to Know	2		
	12:00-1:00	LUNCH			
	1:00-1:30	Developing Direct Reports & Others	0.5		
	1:30-2:30	Discipline and Appeals Process	1		
	2:30-3:30	Lifelong Learning	1		
	3:30-4:00	Talent Review Process	0.5		
	4:00-5:00	DINNER			
	5:00-8:00	Drug Free Workplace for Supervisors	3		
WEDNESDAY = 9	8:00-11:00	Competency and Behavioral Based Interviewing (C.A.B.B.I.)	3		
	11:00-12:00	S.M.A.R.T Planning and Coaching for Higher Performance	1		
	12:00-1:00	LUNCH			
	1:00-4:00	S.M.A.R.T Planning and Coaching for Higher Performance	3		
	4:00-5:00	DINNER			
	5:00-6:00	Employee Assistance Program for Supervisors	1		
	6:00-7:00	Americans with Disabilities Act	1		
THURSDAY = 9	8:00-11:00	Edison for Supervisors	3		
	11:00-12:00	Performance Coaching	1		
	12:00-1:00	LUNCH			
	1:00-3:00	Performance Coaching	2		
	3:00-4:00	Developing Direct Reports & Others	1		
	4:00-5:00	DINNER			
	5:00-7:00	Developing Direct Reports & Others	2		
FRIDAY = 4.0	6:00-8:00	Linen Exchange			
	8:00-10:00	Preparing to Supervise/Plan of Action/Class Survey	2		
	10:00-12:00	Surveys/Graduation	2		

Total Hours: 40.0

Participants:

PRE-REQUISITE include G.R.E.A.T. Customer Service and Respectful Workplace certificates of completion.

Rev. 10/2/2023

NEW SUPERVISOR TRAINING

FY2023-2024

Orientation

The goal of this course is to allow participants to envision themselves as successful supervisors and be empowered to succeed by giving them the tools and skills required. Participants will be introduced to the course and each other and class expectations.

SMART Training

Participants are provided the SMART evaluation model and are educated on the proper format for job plans, interim plans, and evaluation methods for subordinates within the organization. Concepts of evaluating employees are discussed and encouraged for successful evaluation processes.

Get SMARTer

Participants will explore the philosophy of higher learning, analyze the performance rating definitions, and learn questions and skills for coaching for higher performance.

Supervisor Roles and Responsibilities

This module is designed to examine effective ways for the new supervisor to transition from line staff to supervisor. People new supervisors previously worked with may not be sure how to interact with them. This course provides the skills to go from being “self-oriented” to being “other oriented”.

Americans With Disability Act

This course is designed to provide the participant with an understanding of the American’s With Disabilities Act and its applications in and impact on the work place.

Respectful Workplace/RW for Managers

This course is designed to thoroughly examine “Employee Sexual Misconduct, Sexual Harassment, and Workplace Harassment.” Through a combination of discussion and group activities, we will identify the “protected classes” covered in this policy. We will review Department of Human Resources (DOHR) definition of workplace harassment, retaliation, and analyze examples of workplace harassment. It is only through a complete and shared understanding of these issues, that we can create a productive workplace free of harassment, hostility, and retaliation.

Developing Direct Reports and Others

Developing Direct Reports and others is a face-to-face workshop that teaches supervisors how developing direct reports sustains a customer focused government; how developing direct reports is valuable to their team and important to sustaining a high performing workforce; and proven methods for developing direct reports.

Performance Coaching

Participants are given skills to utilize when receiving or giving feedback, receiving, or giving constructive criticism and how to encourage staff to improve their own work habits.

Competency and Behavior Based Interviewing (CABBI)

During this workshop you will learn why using competency behavioral based questions is best practice. You will learn how to write and use such questions for interviewing applicants for job positions within your agency. In addition, you will learn how to make certain that such interview questions are legally acceptable to use during an interview. This is an experiential based training that allows participants to practice incorporating the concepts and receive feedback.

Employee Assistance Program for Supervisors

During this course participants will learn what Employee Assistance Program (EAP) is, how to access the program, what services are provided and how it can be used as a tool for managers. Furthermore, the three referral levels and the steps to follow will be explained.

Drug Free Workplace / Drug Free Workplace For Supervisors

Supervisors are to receive the basic “Drug Free Workplace” during CORE training. This course provides additional information for supervisors since they are charged with determining **reasonable suspicion**. Managers and Supervisors need additional information delineating their expanded role in establishing and maintaining a drug-free workplace.

Making The Transition

This course will identify the common problems associated with making the transition from subordinate line staff to supervisor. Additionally, it will arm the new supervisor with skills and methods for making this change with positive results

Preparing to Supervise/Action Plans

Through guided discussion and a structured activity, this course allows the newly appointed supervisor to develop an action plan to assist them in their future supervision and leadership roles

WORKSHOPS

The following is a list of workshops that are provided for a variety of specialty groups.

FI = Firearms Instructor workshop – for all full-time and adjunct Firearms Instructors, TDOC-wide. All Firearms Instructors must attend once annually, *FIs will requalify and receive a new weapons card during FI workshop

HN = Hostage/Crisis Negotiator workshop – for current NMT members’

IFTO = Institutional Field Training Officer workshop – for all currently-assigned IFTOs, conducted on Day 2 of IFTO trainings; 8 hours

TDT = Training Design Team workshop – for Training Specialists/Coordinators and IFTOs in the institutions and Community Supervision to come together with Academy staff, for the purpose of designing the following years’ in-service training based on needs identified by supervisors or through student evaluations.