Inservice Training Plan
Training Year 2012
CONTENTS

Program Statement ............................................................................................................................................... 3
Using the Inservice Training Plan ........................................................................................................................ 4
2012 Inservice Training Required By Employment Category ................................................................. 5
SECTION ONE: Employees Covered by P.A. 415 .......................................................................................... 6
SECTION TWO: Correctional Facility Administration Staff NOT Covered by P.A. 415 ....................... 12
SECTION THREE: Women Correctional Facilities – Staff Training Requirements ......................................... 13
SECTION FOUR: Youth Offender Correctional Facilities – Staff Training Requirements ............................ 13
SECTION FIVE: Mental Health Services ........................................................................................................... 14
SECTION SIX: Field Operations Administration Staff NOT Covered by P.A. 415 .................................. 15
SECTION SEVEN: Central Office Employees ............................................................................................... 15
SECTION EIGHT: Human Resource Staff Training Requirements ................................................................. 15
SECTION NINE: ACA Standard Specific Training .......................................................................................... 16
SECTION TEN: College Courses - Training Credit for College/College Credit for MDOC Training .......... 16
SECTION ELEVEN: Computer-Based Training/On-Line Training ............................................................... 17
SECTION TWELVE: Computerized Systems Training .................................................................................. 19
SECTION THIRTEEN: Discriminatory Harassment/Diversity Training ...................................................... 21
SECTION FOURTEEN: Drug and Alcohol Test Training ................................................................................ 21
SECTION FIFTEEN: Emergency Response Team Training ............................................................................ 22
SECTION SIXTEEN: Leadership Training ....................................................................................................... 23
SECTION SEVENTEEN: LEIN Training Requirements ................................................................................. 24
SECTION EIGHTEEN: National Institute of Corrections (NIC) ................................................................. 24
SECTION NINETEEN: Ordnance Training Courses ...................................................................................... 26
SECTION TWENTY: Physical Plant Menu Training Courses ........................................................................ 30
SECTION TWENTY ONE: ReEntry Training ................................................................................................. 31
SECTION TWENTY TWO: Training for Trainers .......................................................................................... 34
SECTION TWENTY THREE: Additional Available Training Courses .......................................................... 34

2012 Inservice Training Plan (1/17/12)
Program Statement

All employees of the Michigan Department of Corrections are required to attend and successfully complete annual inservice training. The amount of inservice training employees receive is dependent on the amount of offender contact, specific job assignment and/or as specifically required by the Director of the Department of Corrections.

The Michigan Department of Corrections Inservice Training Plan provides for the comprehensive annual training of all categories of employees. The Inservice Training Plan is developed annually and approved by each Administration’s Deputy Director, or designee, and the Director.

Inservice Training programs provide training relevant to employees’ departmental duties. Training programs include updates on basic correctional programs, as well as programs required by Department policy, OSHA/MIOSHA standards, ACA standards and other outside agencies that impact on the Department. The annual Inservice Training Plan may not provide for the complete training needs of all Michigan Department of Corrections employees. Training requirements necessary to maintain professional and/or certified credentials are not provided for in this training plan.

While the course and program categories in the plan are approved for training credit in Training Year 2012, not all courses and programs may be offered due to funding and/or scheduling restrictions. The Training Division publishes a Quarterly Training Calendar which should be used for specific information regarding times, dates, and locations. Training course hours noted are the maximum allowed for a given course.

Gary Manns, Administrator
Training Division
Using the Inservice Training Plan

All employees of the Michigan Department of Corrections are required to attend inservice training. The Inservice Training Plan provides information on which training courses each employee must complete, in accordance with Policy Directive 02.05.101, "Inservice Training."

The table on page 5, 2012 Inservice Training Required By Employment Category, provides an overview of the number of training hours required by employee category.

The plan is organized into 23 sections, with sections one through eight containing training required by Public Act 415 and specific Department administrations.

Sections nine through twenty three contain training available under specialized categories. Examples of this include:

- Training required by ACA Standards can be found in Section Nine;
- Training for computerized systems (OMNI, Insyte) can be found in Section Twelve;
- Training requirements for LEIN can be found in Section Eighteen.

Employees may only attend training with prior approval from their supervisor.
### 2012 Inservice Training Required By Employment Category

<table>
<thead>
<tr>
<th>EMPLOYMENT CATEGORY</th>
<th>HOURS REQUIRED</th>
</tr>
</thead>
<tbody>
<tr>
<td>Administrative &amp; Management Staff working at a correctional facility</td>
<td></td>
</tr>
<tr>
<td>Professional Specialists working at a correctional facility</td>
<td></td>
</tr>
<tr>
<td>P.A. 415 staff and Emergency Unit Staff*</td>
<td>40</td>
</tr>
<tr>
<td>All Full or Part-Time Employees, Health Care Professionals, Student Assistants, and Employees of other State Agencies <strong>with offender contact</strong></td>
<td></td>
</tr>
<tr>
<td>Clerical personnel <strong>with minimal offender contact.</strong></td>
<td>16</td>
</tr>
<tr>
<td>Administrative &amp; Management Staff, All Full or Part-Time Employees, Student Assistants, Unpaid Student Interns, and Employees of other State Agencies <strong>with NO offender contact.</strong></td>
<td>As specified by the work site Administrator</td>
</tr>
<tr>
<td>Contractual Personnel (CS-138 personnel) <strong>with or without offender contact.</strong></td>
<td>5</td>
</tr>
<tr>
<td>Emergency Response Team Members</td>
<td>69</td>
</tr>
<tr>
<td>(56 hours ERT specific; 13 hours P.A. 415 Mandatory’s)</td>
<td></td>
</tr>
<tr>
<td>Human Resource Staff</td>
<td>As Specified in Section 8</td>
</tr>
</tbody>
</table>

The training hours listed above for each employee category are minimums as required by ACA Standards, Department policy or state law.

* Emergency Unit Staff shall receive a minimum of 16 hours of training each year relating specifically to the emergency unit. This 16 hour requirement may be part of the 40 hour annual training.
SECTION ONE
Employees Covered by P.A. 415
P.A. 415 employees are Corrections Officers, Corrections Medical Unit Officers, Corrections Medical Aides, Corrections Transportation Officers, Resident Unit Officers, SAI Corporals, and the immediate supervisors of these employees working in the Correctional Facilities Administration and in the Field Operations Administration.

In all cases Sergeants are considered the immediate supervisors of these employees. P.A. 415 employees must complete all annual training requirements to receive continuing certification to work as Correctional Officers.

In addition to these mandatory courses, P.A. 415 employees working selected assignments have additional required training which is specified in this section.

The 2012 mandatory training courses have been developed to be delivered in specific formats: classroom delivered, as computer-based training (CBT), or to be delivered on-shift. The specific delivery method for each course is listed below.

**Mandatory Training Courses for all P.A. 415 Staff**

<table>
<thead>
<tr>
<th>Course</th>
<th>Hours</th>
<th>Course Code</th>
<th>Delivery Method</th>
</tr>
</thead>
<tbody>
<tr>
<td>CPR/AED</td>
<td>2 hours</td>
<td>10012</td>
<td>Classroom</td>
</tr>
<tr>
<td>Fire Safety/Fire Extinguisher Practical</td>
<td>1 hour</td>
<td>14112</td>
<td>Classroom</td>
</tr>
<tr>
<td>Mentally Disordered and Intellectually Disabled</td>
<td>2 hours</td>
<td>13112</td>
<td>CBT</td>
</tr>
<tr>
<td>Prisoners</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Pathogens</td>
<td>1 hour</td>
<td>10312</td>
<td>CBT</td>
</tr>
<tr>
<td>Prisoner Management</td>
<td>5 hours</td>
<td>10412</td>
<td>Classroom</td>
</tr>
<tr>
<td>First Aid</td>
<td>2 hours</td>
<td>12512</td>
<td>CBT</td>
</tr>
<tr>
<td><strong>Totals</strong></td>
<td>13 hours</td>
<td>= 8 hours classroom, 5 hours CBT</td>
<td></td>
</tr>
</tbody>
</table>
**Additional Mandatory Courses for Selected P. A. 415 Staff**

P. A. 415 employees who work selected assignments are required to complete basic training specific to the training topic prior to initially performing these duties. In addition, annual update training is required for these assignments. Update training for 2012 is as follows:

**Assignments Requiring Officers to have a Department Weapons Permit**

**MDOC Handgun:**
- Officers Who Have Never Qualified w/an Approved Handgun – 32 hours
- Officers Who Qualified with Handgun in 2011 – 1 hour

**Assignments with Women Prisoners**

*Officers Assigned to Facilities Housing Women Prisoners:* WHV Policy Review training course.

*Officers Assigned to Transport or Provide Hospital Coverage for Women Prisoners:* Critical Information When Transporting Women Prisoners – 2 hours
(If transporting or providing hospital coverage for women prisoners and have not previously completed this course.)

**Critical Incident Management Team Officers**

Hostage Incident Management Training Update – 2 hours

**Emergency Response Team Officers**

Quarterly Inservice courses in addition to the mandatory PA 415 requirements.

**Front Desk and Visiting Room Officers**

Public Service, Public Relations, and Customer Service – 2 hours

**Gun Squad Officers**

Shotgun Qualification – 1 hour
- Qualified with Handgun in 2011 – 1 hour
- Chemical Agent Mask Fit Test Training – 1 hour

**Gun Tower Officers**

Rifle & Shotgun Re-qualification – 1 hour/weapon
- Gun Tower Training – 3 hours (If Gun Tower Training has not been previously completed)

**LEIN – Officers Designated to Run LEIN Checks**

Refer to Section 18 – LEIN Training Requirements

**Perimeter Security/Alert Response Vehicle Officer**

Weapons Training Re-qualification – 1 hour/weapon

**SCBA Squad Officers**

SCBA Update – 2-4 hours
- SCBA Mask Fit Test Training – 1 hour
Sergeants
New Sergeants Training – 72 hours
Mandatory for those appointed in 2011, within 12 months of their appointment. Employees completing the New Sergeant Training in 2012 do not have to complete the P. A. 415 mandatory program Prisoner Management.

Sergeants Assigned to Arsenal
Arsenal Management – up to 14 hours
Firearm Troubleshooting and Repair – 24 hours
Firearms Cleaning and Maintenance - 6 hours
NOTE: These are mandatory only for those Sergeants assigned to Arsenals who have not previously attended these courses.

Squad/Platoon Leaders
Disturbance Control for Squad/Platoon Leaders – 19 hours.
(Mandatory for those designated in 2011, who have not previously attended training)

Staff Working at ACA Accredited Facilities
In addition to the Department mandated courses listed in Section One, staff working at ACA accredited facilities must also complete specific courses required by ACA. Those courses are identified in Section 9.

Transportation Officers
Corrections Transportation Officer Training – 24 hours
(This program is mandatory for all officers newly appointed to the Corrections Transportation Officer 10 classification and for all correctional staff who are newly assigned to transport prisoners outside the perimeter of the correctional facility).
Critical Information When Transporting Women Prisoners – 2 hours
(Required if transporting female prisoners, providing hospital coverage, and have not previously completed this course).
TB Mask Fit Testing – 1 hour
Weapons Training Re-qualification – 1 hour/weapon

P.A. 415 Menu Courses
Courses listed in this section may be credited toward menu training required of any P.A. 415 employee. Selection of the courses is at the discretion of the Warden, Regional Administrator or his/her designee.

The Michigan Correctional Officers' Training Council has approved the following limitations with regards to PA 415 menu credit for PA 415 staff.

1. INSTITUTIONAL/FACILITY TRAINING COURSE CODE is limited to 8 hours for menu credit.
2. SQUAD TRAINING COURSE CODE is limited to 6 hours for menu credit.
3. CROSS TRAINING COURSE CODE is limited to 8 hours for menu credit.
4. TECHNOLOGY BASED TRAINING - COMPUTER/ WEB/SAT is limited to 8 hours for menu credit.

In some cases the course code listing may show a higher maximum number of hours; that refers to limits for non PA 415 staff.
<table>
<thead>
<tr>
<th>Course Listing</th>
<th>Training Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>2012 P.A. 415 Menu Courses Listing</strong></td>
<td></td>
</tr>
<tr>
<td>ACA – Overview</td>
<td>Corrections Transportation Officer Training</td>
</tr>
<tr>
<td>ACA Standard 4-4084 Training</td>
<td>CPR – Menu</td>
</tr>
<tr>
<td>Adaptive Skills Residential Program</td>
<td>CPR - ORT</td>
</tr>
<tr>
<td>American Corrections Association (ACA)</td>
<td>Crisis Intervention with Mentally Ill Offenders</td>
</tr>
<tr>
<td>Armorer – Glock – Vendor</td>
<td>Crisis Management – Vendor</td>
</tr>
<tr>
<td>Asbestos Awareness Training</td>
<td>Critical Incident Management</td>
</tr>
<tr>
<td>Automatic External Defibrillator</td>
<td>Cross Training</td>
</tr>
<tr>
<td>Bargaining Unit – Drug &amp; Alcohol Testing Training</td>
<td>Dealing with Difficult People – Vendor</td>
</tr>
<tr>
<td>Basic Computer Skills – Lessons 1, 2, &amp; 3</td>
<td>Detection &amp; Treatment of Sex Offenders</td>
</tr>
<tr>
<td>Basic Detective School</td>
<td>Discriminatory Harassment Investigator Training</td>
</tr>
<tr>
<td>Basic Labor Relations Training</td>
<td>Discriminatory Harassment Prevention for Mgr/Supv.</td>
</tr>
<tr>
<td>Basic Spanish - CBT</td>
<td>Disturbance Control (Various)</td>
</tr>
<tr>
<td>Cell Extraction</td>
<td>Disturbance Control Emergency Response</td>
</tr>
<tr>
<td>Chemical Agent – CFA – Personal Use</td>
<td>Drug/Alcohol Testing – Managers/Supervisors</td>
</tr>
<tr>
<td>Chemical Agent – FOA – Personal Use</td>
<td>Emergency Preparedness</td>
</tr>
<tr>
<td>Chemical Agent – Mask Fit Test Training</td>
<td>Emergency Response Team – Initial</td>
</tr>
<tr>
<td>Chemical Agent – Menu</td>
<td>Emergency Response Team – Quarterly</td>
</tr>
<tr>
<td>Chemical Agent – Use – Disturbance/CFA</td>
<td>Environmental and Waste Management Plan</td>
</tr>
<tr>
<td>Chemical Agent – Use – Disturbance/CFA – Update</td>
<td>Ethics - CBT</td>
</tr>
<tr>
<td>Civil Service – Training</td>
<td>Firearms – CFA Initial Pistol Training</td>
</tr>
<tr>
<td>Cognitive Restructuring</td>
<td>Firearms – CFA Pistol Familiar Refresh</td>
</tr>
<tr>
<td>College Course – Four Year</td>
<td>Firearms – CFA Pistol Requalification Training</td>
</tr>
<tr>
<td>College Course – Post Graduate</td>
<td>Firearms – CFA Range Officer</td>
</tr>
<tr>
<td>College Course – Two Year</td>
<td>Firearms – CFA Rifle Requalification Training</td>
</tr>
<tr>
<td>Communications – Vendor</td>
<td>Firearms – CFA Shotgun Requalification Training</td>
</tr>
<tr>
<td>Computer – AIPAS</td>
<td>Firearms – Firearm Cleaning &amp; Maintenance</td>
</tr>
<tr>
<td>Computer – CMIS Training</td>
<td>Firearms – FOA Handgun Initial Program</td>
</tr>
<tr>
<td>Computer – DCDS (Timekeeping)</td>
<td>Firearms – FOA Handgun Requalification Training</td>
</tr>
<tr>
<td>Computer – Destinations Advanced</td>
<td>Firearms – Gun Tower Training</td>
</tr>
<tr>
<td>Computer – Destinations Advanced Pt 2</td>
<td>Firearms – Handgun Retention</td>
</tr>
<tr>
<td>Computer – Destinations Intermediate</td>
<td>Firearms – Interactive/dynamic Use of Force</td>
</tr>
<tr>
<td>Computer – Destinations Introductory</td>
<td>Firearms – Rifle Zero Target</td>
</tr>
<tr>
<td>Computer – FOA-Offender Mgmt System-OMNI</td>
<td>Firearms – Training – Menu</td>
</tr>
<tr>
<td>Computer – General</td>
<td>FOA – Absconder Recovery Training – Vendor</td>
</tr>
<tr>
<td>Computer – General – Vendor</td>
<td>FOA – Ethical Issues in Field Operations</td>
</tr>
<tr>
<td>Computer – HC- Bureau of HC Application</td>
<td>FOA – Managing Change (Non Supervisory)</td>
</tr>
<tr>
<td>Computer – HRMN</td>
<td>FOA – Metro Region Training</td>
</tr>
<tr>
<td>Computer – Insyte</td>
<td>FOA – Misconduct Reports</td>
</tr>
<tr>
<td>Computer – Insyte Intermediate</td>
<td>FOA – Outstate Region Training</td>
</tr>
<tr>
<td>Computer – Law Enforcement Info Network (LEIN)</td>
<td>FOA – Strategies for Maintaining Personal Safety</td>
</tr>
<tr>
<td>Computer – LEIN – Operator</td>
<td>Food Service – Cross-training</td>
</tr>
<tr>
<td>Computer – LEIN – TAC</td>
<td>Food Service – Safety, Managing System</td>
</tr>
<tr>
<td>Computer – Paris</td>
<td>Food Service – Sanitation – Supervisors</td>
</tr>
<tr>
<td>Computer – Project Main</td>
<td>Food Service – Sanitation, Applied</td>
</tr>
<tr>
<td>Computer – Telephone Control, Prisoner – Data Ent.</td>
<td>Freedom of Information Act Coordinator Training</td>
</tr>
<tr>
<td>Computer – Telephone Control, Prisoner – Intro</td>
<td>General Safety Awareness (MIOSHA)</td>
</tr>
<tr>
<td>Computer – Training Automated Documentation System</td>
<td>Hazardous Materials</td>
</tr>
<tr>
<td>Computer – Visitor (Prisoner) Tracking System</td>
<td>HC – Advanced Cardiac Life Support ACLS Provider</td>
</tr>
<tr>
<td>Consent Decree Orientation-Haddix</td>
<td>HC – Advanced Cardiac Life Support Recertification</td>
</tr>
<tr>
<td>Consent Decree Orientation-USA</td>
<td>HC – Advanced Trauma Life Support</td>
</tr>
<tr>
<td>Corrections Mental Health – CMA-CMUO</td>
<td>HC – Airway Management</td>
</tr>
<tr>
<td></td>
<td>HC – Basic Cardiac Life Support (BCLS)</td>
</tr>
</tbody>
</table>
HC – Basic Trauma Care
HC – Breath Sounds, Assessing – Video
HC – CEU Credits
HC – EKG/Dysrhythmia, Basic
HC – Emergency Medical Crisis Management
HC – Medical Training Conference
HC – Physical Assessment
HC – Physical Assessment Review/Trauma Nursing
HC – Respiratory Emergencies
Hearing Investigator Training
Hostage Awareness - CBT
Institutional Training Courses
Investigations/Debriefing – Vendor
Investigator Training-MDOC
Leadership and Delegation
Leadership for Non-status Managers
Leadership for Status Supervisors
Leadership for Supervisors & Managers
Leadership School for Employees
Managing Diversity – Gibb
MDOC MIOSHA Job Safety Inspection Training
Media Relations Training –MDOC
Mentally Disordered Prisoners
MIOSHA / OSHA Training
Misconduct Report Writing – Review
Mobilization Participant
Monthly Fire Inspection Training
MPRI – Collaborative Case Mgt
MPRI – Collaborative Case Mgt (MGR & SPR)
National Institution of Corrections Training
NERE Drug/Alcohol Testing – Non Managers
NET – Discriminatory Harassment
NET – Fire Safety
NET – Firearms Familiarization
NET – First Aid
NET – Hostage Awareness
NET – Misconduct Report Writing
NET – Perimeter Security
NET – Prisoner Grievances
NET – Prisoner Programs & Services
NET – Restraints
NET – SAI New Officer Training
NET – Substance Abuse
NET – Suicide Prevention
NET – Transportation Overview
NET – Witness Preparation
New Sergeants Training
Offenders in Our Care
OMNI – Agent Caseload Audit
OMNI – Agents/Mgrs. S1
OMNI – Agents/Mgrs. S2
OMNI – Agents/Mgrs. S3
OMNI – Agents/Mgrs. S4
OMNI – Agents/Mgrs. S5
OMNI – CBT Agent Caseload Audit
OMNI – CBT Center Auth Leave Permits
OMNI – CBT Digital Image Quality
OMNI – CBT Importing Digital Images
OMNI – CBT Intro to OMNI
OMNI – CBT Offender Program Referrals
OMNI – CBT Offender Search Protocol
OMNI – CBT Offender Supervision Schedules
OMNI – CBT Parole Violation Process
OMNI – CBT Recording a Plan of Supervision
OMNI – CBT Recording Comm. Service
OMNI – CBT Substance Abuse Testing
OMNI – Cc Officers S1
OMNI – Cc Officers S2
OMNI – CC/CRP Agents/Sups. S1
OMNI – CC/CRP Agents/Sups. S2
OMNI – CC/CRP Agents/Sups. S3
OMNI – CC/CRP Agents/Sups. S4
OMNI – CC/CRP Agents/Sups. S5
OMNI – Clerical/Sups. S1
OMNI – Clerical/ Sups. S2
OMNI – Clerical/ Sups. S3
OMNI – Clerical/ Sups. S4
OMNI – Clerical/ Sups. S5
OMNI – Legislative Sentencing Guidelines
OMNI – PSI Report Training
Overfamiliarity & Professional COM (WHV)
PA 415 – Fire Safety/Fire Ext Use
Pack-Ups and Contraband
People Skills for Michigan Managers
Personal Searches
PREA - Various
Pressure Point Control Tactics Initial
Pressure Point Control Tactics Update
Prisoner Discipline Update – CBT
Prisoner Discipline Update – Supv.
Prisoner Management – ACC
Prisoner Management – NC Staff
Prisoner Mgt – Communication Skills – ERT
Prisoner Mgt – Menu
Prisoner Time Computation
Professional Employee Conduct with Offenders
Public Relations
Public Service
Radio Training, Operator, 800 MHz
Reid Interview and Interrogation
Reviewing Officer Training
Right to Know Update – MIOSHA
SAI – Close Order Drill
SAI – Communication Skills
SAI – Custody and Security
SAI – Disciplinary System
SAI – Health Care
SAI – Intake
SAI – Media, Visitors and Court Appearances
SAI – Mission and Philosophy
SAI – Orientation
SAI – Physical Training
SAI – Programming
SCBA – Initial
SCBA – Menu
SCBA – Semi Annual Testing
Security Classification Training
Security Systems Training
Situation Assessment
Squad Training
Squad/Platoon Leader Training
Staff/Prisoner Relations
Staff/Prisoner-Parole/Prob. Relations
Standpipe Hose Training
Stress Mgt: Guide to Better Living
Substance Abuse – 12 Steps
Substance Abuse – Vendor
Suicide Prevention Update
Tactical Handcuffing
TB Respiratory Protection
Technology Based Training – Computer/Web/Sat
Telephone Skills – Vendor
Time Management – MDOC
Trans & Hospital Coverage of Women Prisoners
Traumatic Incident Stress Management (TISM)
TTT – Chemical Agent Disturbance
TTT – Emergency Health Care
TTT – Emergency Healthcare Update
TTT – ERT Building Clearing
TTT – ERT Search & Recovery
TTT – Fire Safety

NOTE: Civil Service Training, except for the retirement seminar, can be used towards annual training credit. An agenda or course description must be attached to the CAR-854 training report to specify which course is attended.
SECTION TWO
Correctional Facility Administration Staff NOT Covered by P.A. 415

Mandatory Courses for Non P.A. 415 Staff WITH Prisoner Contact:

<table>
<thead>
<tr>
<th>Course</th>
<th>Hours</th>
<th>Delivery Method</th>
</tr>
</thead>
<tbody>
<tr>
<td>CPR/AED</td>
<td>2 hours</td>
<td>Classroom</td>
</tr>
<tr>
<td>Fire Safety/Fire Extinguisher Use</td>
<td>1 hour</td>
<td>Computer-Based Training</td>
</tr>
<tr>
<td>Pathogens</td>
<td>1 hour</td>
<td>Computer-Based Training</td>
</tr>
<tr>
<td>Mentally Disordered and Intellectually Disabled Prisoners</td>
<td>2 hours</td>
<td>Computer-Based Training</td>
</tr>
<tr>
<td>Prisoner Management</td>
<td>5 hours</td>
<td>Classroom</td>
</tr>
<tr>
<td>First Aid</td>
<td>2 hours</td>
<td>Computer-Based Training</td>
</tr>
<tr>
<td><strong>Totals</strong></td>
<td><strong>13 hours</strong></td>
<td><strong>7 hours classroom</strong></td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>6 hours Computer-Based Training</strong></td>
</tr>
</tbody>
</table>

Note: Wardens, Associate Wardens, Deputy Wardens, or Administrative Officers (Business Managers) are not required to attend CPR/AED, Non-Custody Prisoner Management, and Pathogens. However, they are required to attend a briefing session on the techniques included in the 2012 Prisoner Management program; this is provided by institution training officers.

Mandatory Courses for COMPASS Assessors

All staff that complete COMPAS Assessments may be required to attend courses as Described in Section 21 – ReEntry Training, if they have not attended that training in previous years.

Mandatory Courses for Non P.A. 415 Staff with NO Prisoner Contact:

<table>
<thead>
<tr>
<th>Course</th>
<th>Hours</th>
<th>Delivery Method</th>
</tr>
</thead>
<tbody>
<tr>
<td>CPR/AED</td>
<td>2 hours</td>
<td>Classroom</td>
</tr>
<tr>
<td>Pathogens</td>
<td>1 hour</td>
<td>Computer-Based Training</td>
</tr>
<tr>
<td><strong>TOTALS</strong></td>
<td><strong>3 hours</strong></td>
<td><strong>2 hours classroom/1 hour Computer-Based Training</strong></td>
</tr>
</tbody>
</table>

Mandatory Courses for Contractual Personnel (CS-138 staff) working in CFA Facilities

<table>
<thead>
<tr>
<th>Course</th>
<th>Hours</th>
<th>Delivery Method</th>
</tr>
</thead>
<tbody>
<tr>
<td>CPR/AED</td>
<td>2 hours</td>
<td>Classroom</td>
</tr>
<tr>
<td>Mentally Disordered and Intellectually Disabled Prisoners</td>
<td>2 hours</td>
<td>Computer-Based Training</td>
</tr>
<tr>
<td>Pathogens</td>
<td>1 hour</td>
<td>Computer-Based Training</td>
</tr>
<tr>
<td><strong>Totals</strong></td>
<td><strong>5 hours</strong></td>
<td><strong>2 hours classroom/ 3 hours Computer-Based Training</strong></td>
</tr>
</tbody>
</table>
Note: Health Care Professionals and Mental Health Professionals are required to complete 40 hours of inservice training. That training will consist of Department mandatory and menu training courses, training courses provided by the contractual agency, and those courses needed for professional continuing education requirements in the contractual person's field. Health care professionals must also complete training as identified in Section 9, ACA Training, Standard 4-4389.

Documentation of Contractual Personnel (CS-138 staff) Inservice Training
Department training courses - contractual personnel will sign a separate CAR-854. Institution training officers will retain the original for audit purposes. For health care professionals, a copy will be forwarded to the facility HUM, who will then forward a copy to the contracting agency.

Contractual agency provided training - completion documentation will be forwarded by the contracting agencies to institution training officers who will retain this documentation for audit purposes.

Continuing education training – Health Care Professionals are required to provide completion documentation to institution training officers if completion of this training will be used to meet the 40 hour training requirement.

SECTION THREE
Women Correctional Facilities – Staff Training Requirements
All employees working in women's correctional facilities shall receive training annually on Collaborative Case Management for Women/Vital Differences (CCM-W). In 2012 this update will be the WHV Policy Review training course.

Additionally, all employees who transfer into a work site which has women offenders must complete the 32 hour Collaborative Case Management for Women/Vital Differences (CCM-W) program. The employee shall attend the next scheduled training of this program after their hire/transfer.

SECTION FOUR
Youth Offender Correctional Facilities – Staff Training Requirements
All employees who transfer into a work site which has youthful offenders, and works directly with youthful offenders, must complete the Managing Youthful Offender training program. The employee shall attend the Managing Youthful Offender training program within 6 months of their hire/transfer.

The Managing Youthful Offenders training is a 24 hour program covering the following topics: youthful offender rights, attention deficit disorder, anger management, cultural awareness, adolescent development, behavior and recording, effective communication, and suicide awareness.
SECTION FIVE
Mental Health Services – Staff Training Requirements
The training listed below is in addition to training listed in SECTION TWO: Correctional Facility Administration Staff NOT Covered by P.A. 415.

Mandatory Training
The following training is mandatory for any staff member who directly works with prisoners, i.e. contract employees, volunteers, students providing direct mental health services or anyone working in a correctional facility where prisoners are getting mental health treatment. That does not include officers, but does include secretaries, clerical help, and medical records people, who work in any level of mental health treatment.

Course - Hours
Confidentiality - 1 hour
Cultural Competence - 3 hours
Prisoner Rights - 2 hours
Total - 6 hours

Additional Required Training
The following courses are QuicKnowledge courses which are on-line training courses available through the Michigan Department of Civil Service. These courses must be accessed through the Civil Service E-learning site (Human Resource Training and Development) which is only available through their Intranet site. There are 2 basic ways to access this training site:

1. Click on the Civil Service Training link on the On-Line training home page, or
2. Open Internet Explorer; copy and paste the following address into the address bar - http://web1mdcs.state.mi.us./MCSCHRTD/CourseInfo.aspx.

When you are on the Human Resource Training and Development page, lick on the link - QuicKnowledge/e-Learning - Free online courses.

Course - Hours - Target audience
Delegation - 1 hour - Supervisors Only
Dealing with Violence in the Workplace - 1 hour - *All Staff
Discriminatory Harassment: Promoting a Respectful Workplace for Managers - Supervisors Only - 1 hour
Preventing Sexual Harassment for Leaders - 1 hour - Supervisors Only
Obeying EEO Laws - 1 hour - Supervisors Only
Diversity - 1 hour - *All Staff

*All - this refers to any staff member who directly works with prisoners, i.e., contract employees, volunteers, students providing direct mental health services or anyone working in a correctional facility where prisoners are getting mental health treatment. That does not include officers, but does include secretaries, clerical help, medical records people, etc who work in any level of mental health treatment.
SECTION SIX
Field Operations Administration Staff NOT Covered by P.A. 415
(Note - See Section One for FOA staff covered by P.A. 415)

**Mandatory Training for Agents/FSAs**
- CPR/AED - 2 hours
- Pathogens - 1 hour
- Control and Restraint of Non-Compliant Offenders for FOA - 4 hours

**Mandatory Training for Supervisors**
- CPR/AED - 2 hours
- Pathogens - 1 hour
- Control and Restraint of Non-Compliant Offenders for FOA – 4 hours

**Mandatory Training for Managers/Area Managers**
- CPR/AED - 2 hours
- Pathogens - 1 hour

SECTION SEVEN
Central Office Employees
There are no mandatory courses or minimum number of hours required for Central Office staff, except for those employees designated to respond to medical emergencies as listed below.

Administrators may specify training requirements for their respective areas. A variety of applicable training courses are available for Central Office staff as detailed in Section 11 of this plan.

<table>
<thead>
<tr>
<th>Course</th>
<th>Hours</th>
<th>Delivery Method</th>
</tr>
</thead>
<tbody>
<tr>
<td>CPR/AED</td>
<td>2 hours</td>
<td>CBT/Skills Practice</td>
</tr>
<tr>
<td>First Aid</td>
<td>2 hours</td>
<td>CBT</td>
</tr>
<tr>
<td>Pathogens</td>
<td>1 hour</td>
<td>CBT</td>
</tr>
</tbody>
</table>

SECTION EIGHT
Human Resource Staff
Inservice training for Human Resource staff working at Department work sites will be determined by the Civil Service Commission. HR staff working in Central Office will complete training as described in Section Six - Central Office Employees. **Note Concerning ACA Accredited Facilities** - The Department has written approval from ACA to waive HR staff from any training hour requirements.
SECTION NINE
ACA Standard Specific Training
The American Corrections Association publishes 4 standards that impact annual inservice training in the Department: Standard 4-4084-1 - Corrections Officers Training Requirements, Standard 4-4089 – Corrections Officers assigned to Emergency Unit Training Requirements, Standard 4-4373 - Suicide Prevention and Intervention, and Standard 4-4389, which addresses Medical Emergencies in Correctional Facilities.

Department staff working at ACA accredited facilities or at facilities seeking accreditation should complete the courses specified in the following which identifies Department courses used to meet the specific ACA standards.

<table>
<thead>
<tr>
<th>ACA Standard</th>
<th>MDOC Training Course</th>
</tr>
</thead>
<tbody>
<tr>
<td>4-4084-1</td>
<td>ACA Standard 4-4084-1 Training (Sexual Abuse/Assault), CPR/AED, Fire Safety, Ethics in Corrections, and Prisoner Management.</td>
</tr>
<tr>
<td>4-4089</td>
<td>This standard is met by completing a minimum of 16 hours of the ERT Quarterly Training Requirement.</td>
</tr>
<tr>
<td>4-4373</td>
<td>Suicide Prevention AND facility specific information on how the facility's suicide prevention plan is implemented.</td>
</tr>
<tr>
<td>4-4389</td>
<td>CPR, Suicide Prevention, First Aid, and Mentally Disordered &amp; Intellectually Disabled Offender Update.</td>
</tr>
</tbody>
</table>

SECTION TEN
College Courses - Training Credit for College/College Credit for MDOC Training
College Programs - hours vary by program
Up to 40 hours of training credit is allowed each year for MDOC employees who are attending job-related courses (undergraduate and post-graduate studies) and who obtain at least a “C” grade at the end of the program. Authorization for training credit requires Warden/Regional Administrator and Training Administrator approval.

Note - A college credit assessment of MDOC training programs by Excelsior College resulted in a total of 38 undergraduate and graduate level credits that may be granted toward completion of a college degree. Excelsior College is an accredited non-profit university in Albany, NY, that administers the Criminal Justice assessment. This assessment may be of benefit to department employees who wish to pursue a college degree. The complete Credit Recommendation Report by Excelsior College is available through the MDOC On-Line Training site.
SECTION ELEVEN
Computer-Based/On-Line Training

Computer-Based/On-line training is available to Department employees through several on-line sources including (1) the MDOC On-Line Training site, (2) the Civil Service E-learning site, (3) the DTMB - Inside Michigan site, and (4) the National Institute of Corrections (NIC) Learning Center.

1. MDOC On-Line Training
The MDOC On-Line training site offers a variety of training services to Department employees including New Employee training courses, Inservice training courses and specialized training courses which are available for inservice training credit.

New Employee training courses are available for inservice menu training credit. These include courses found within Programs D, E, F, and G. These courses can be found by clicking on the New Employee training link.

Inservice training courses include Department specific mandatory, menu, and make-up courses. The 2012 courses are listed below, those listed with an asterisk * are PA 415 mandatory courses.

- ACA 4-4084 Standard Training
- Asbestos Awareness
- Basic Computer Skills (3 courses)
- Basic Spanish
- Conducting Sanitation Inspections
- Drug & Alcohol Training for Supervisors
- Ethics
- Fire Safety
- First Aid*
- Hostage Awareness
- Job Safety Inspections
- Mentally Disordered & Intellectually Disabled Offender Update*
- Report Writing Review
- Overfamiliarity
- Pathogens*
- Prisoner Discipline Update
- Public Relations
- Security Threat Groups
- Suicide Prevention
- Vital Differences in Managing Women Offenders Update* (mandatory for staff working at women facilities only)
- Weekly Fire Safety Inspection Training
- Workplace Safety

Specialized training courses include: OMNI Training for CFA Staff, Drug & Alcohol Testing Training for Supervisors, ADSS OMNI Training, and LEIN Operator Certification Testing.

2. Civil Service E-Learning
Web-based training programs are available to Department staff through the Michigan Department of Civil Service's Intranet web site. These courses must be accessed through the Civil Service Human Resource Training and Development E-learning site. There are 2 basic ways to access this training site:

1. Click on the Civil Service Training link on the On-Line training home page, or
2. Open Internet Explorer; copy and paste the following address into the address bar:
   http://web1mdcs.state.mi.us/MCSCHRTD/CourseInfo.aspx.

Click on the link QuicKnowledge/e-Learning – free online courses. QuicKnowledge courses are listed in 2 categories – Business Category and Workplace Effectiveness. When staff access and register for this training they should enter the QuicKey code – SOMI 0789. A complete listing of available courses is listed on the following page.
QuicKnowledge Courses

**Workplace Effectiveness**
- Balancing Work and Family
- Basics of Effective Communication
- Choosing a Childcare Provider
- Conflict Intervention
- Developing a Child’s Critical Thinking Skills
- Guardianship Decisions for Elderly Loved Ones
- Internet Basics
- Interviewing Skills for Job Candidates
- Managing Stress
- Managing Your 401(k)
- Overcoming the Loss of a Loved One
- Personal Financial Planning
- Presentation Skills
- Providing Effective Feedback
- Recognizing and Avoiding Burnout
- Recognizing and Managing Anger
- Recognizing and Responding to Signals of Violence
- Understanding and Using Contracts

**Business Category**
- Accountability
- Achieving Consensus
- Achieving Personal Goals
- Applying Emotional Intelligence in the Workplace
- Applying Leadership Basics
- Appreciating Personality Differences
- Basics of Budgeting
- Basics of Effective Communication
- Basics of Effective Selling
- Becoming an Effective Team Member
- Behavior-Based Interviewing Skills for Employers
- Behavior-Based Interviewing Skills for Job Candidates
- Benchmarking Basics
- Building a Successful Team
- Building Strong Customer Relationships
- Building Trust and Credibility
- Business Etiquette and Professionalism
- Business Travel in Today’s Environment
- Business Writing Basics
- Closing the Sale
- Coaching and Counseling
- Conducting Performance Reviews
- Conflict Intervention
- Creating a Strong Leadership Team
- Creating an Effective Sales Team
- Critical Thinking
- Dealing with Difficult Customers
- Dealing With Violence In The Workplace
- Delegating
- Developing Assertiveness
- Developing a Strategic Plan
- Discharging Employees
- Disciplining and Redirecting Employees
- Disclosure of Treasury Information
- Discriminatory Harassment:
  1. Promoting a Respectful Workplace (Employees);
  2. Promoting a Respectful Workplace(Managers)
- Emergency Management for Business
- Empowerment
- Ethics in Business
- Executive-to-Employee Communication Strategies
- Financial Basics for Non-financial Managers
- Influencing Others
- Intercultural Business Etiquette
- Interviewing Job Candidates
- Interviewing Skills for Job Candidates
- IT Security Awareness
- Keys to Effective Listening
- Leadership Skills for Women
- Leading Effective Meetings
- Leading Effective Teams
- Maintaining a Drug Free Workplace
- Maintaining a Healthy Business Lifestyle
- Managing a Virtual Office
- Managing Change
- Managing Disagreement
- Managing Negative People
- Managing Projects for State of Michigan
- Managing Stress
- Mastering Cold Calls
- Measuring Customer Satisfaction
- Mentoring
- Motivating Employees
- Moving from Technical Specialist to Supervisor
- Moving from Training to Performance Consultant
- Negotiating for the Sales Professional
- Obeying Equal Employment Opportunity Laws
- Organizing Your Workspace
- Orienting New Employees
- OSHA Basics for Managers
- Presentation Skills
- Preventing Sexual Harassment for Employees
- Preventing Sexual Harassment for Leaders
- Providing Effective Feedback
QuicKnowledge Courses - continued
Qualifying Sales Prospects
Recognizing and Avoiding Burnout
Recognizing and Managing Anger
Recognizing Employee Performance
Retaining Valuable Employees
Setting Performance Goals and Expectations
Solving Problems as a Team
State of Michigan E-mail Retention Training

Succeeding as an Administrative Assistant
Succeeding as a Supervisor
Successful Negotiation
Telephone Sales Skills
Telephone Skills for Quality Customer Service
Time Management
Understanding and Using Contracts
Valuing Diversity
Writing Effective E-mail

3. DTMB Training
The Department of Technology, Management and Budget, offers on-line training through the DTMB Intranet training site - Inside Michigan. This site can be accessed through the DTMB Training link on the MDOC On-Line Training site or by opening your Internet Explorer; then copy and paste the following address into the address bar: http://inside.michigan.gov/tech/training.

DTMB offers both instructor-led, classroom training and Microsoft E-Learning training for Microsoft Office applications (Word, Excel, & Access). Both types of training can be accessed through the DTMB training site.

Microsoft E-Learning is available at no cost through Microsoft’s E-Learning for Business site. Employees are required to pre-register prior to gaining access to these training courses. To register, click on the Instructions for Accessing Microsoft E-Learning Courses link located on the middle of the DTMB training site. Training time for these self-paced courses varies; an estimated time of completion as well as a course description is provided for each course.

DTMB Instructor-Led, Classroom training is also available at no cost. To view a calendar of available courses, click on the DTMB Course Schedules link. Each of these courses is held at the DTMB learning Center located in the Ottawa and Hannah building in downtown Lansing.

4. National Institute of Corrections (NIC)
See Section 19 of this plan for information on NIC’s Virtual Instructor Led Training and On-line training courses.

SECTION TWELVE
Computerized Systems Training
This section describes available training courses that teach participants how to use specific computer based applications and systems.

CMIS Historical Lock Information (OMNI) 1 hour
Target Audience: CFA custody staff, CFA administrative staff, and Internal Affairs staff.
Course Description: The CMIS historical Lock Information course will provide users the instruction on how to research Historical CMIS offender location records in OMNI.

Crime Victim (OMNI) - 8 hours
Target Audience: Crime Victim Services staff.
Course Description: The Crime Victim course will provide participants with instructions on how to enter a new victim, send letters for specific actions of offenders to the victims, etc.
CFA Employee Annual TB Test Tracking (OMNI) - 4 hours
Target Audience: Human resources staff working at CFA facilities.
Course Description: The CFA Employee Annual TB Test Tracking course will provide instruction to users on how to enter records that track the completion of the mandatory annual tuberculosis tests is required to be completed by all staff working inside a correctional facility.

DNA (OMNI) - 1 hour
Target Audience: Records staff, health care employees, supervisors and managers.
Course Description: The DNA course will provide information if a DNA Sample is on file or if a DNA Sample is needed. The course will also provide instruction on the four reports that are available.

Monthly Parole Discharge Reports & Parole Discharge Certificates (OMNI) - 3 hours
Target Audience: Parole Violation Unit Manager, Deputy Regional Administrators, Area Managers, FOA Parole Supervision Office staff, Tuscola Residential Re-Entry Program staff, and Field Office Administration staff.
Course Description: This course will provide instructions on how to print the Parole Expiration Dates Past Due and the Parole Expiration Dates Due reports. Along with printing the Parole Expiration Date Due Report, instructions will also be given on how to print the Parole Discharge Certificate at the Area Offices.

Offender Religious Preference/Religious Menu (OMNI) - 4 hours
Target Audience: CFA Chaplains, Inspectors, custody staff, and administrative staff.
Course Description: The Offender Religious Preference/Religious Menu course will provide instruction on creating and maintaining offender religious preference and religious menu records. The course will also provide instruction on the available reporting related to the records.

Offender Special Accommodations (OMNI) - 4 hours
Target Audience: CFA custody, administrative, and healthcare staff.
Course Description: The Special Accommodations course will provide users instruction on how to enter and maintain offender special accommodation records in OMNI. The course will also provide instruction on the available reporting related to the records.

Parole Board Summary (OMNI) – 30 minutes
Target Audience: All MDOC staff.
Course Description: This course will display pertinent offender information regarding in one location.

Parole Processing (OMNI) – 8 hours
Target Audience: Parole Violation Unit Manager, Deputy Regional Administrators, Area Manager, FOA Parole Supervision Office, Tuscola Residential Re-Entry Program and Field Office Administration.
Course Description: The Parole Processing course will provided users the instructions on how to enter a Parole Board Action, Order for Parole List of Offenders for Processing and several reports, etc.

VASOR (OMNI) – 3 hours
Target Audience: Staff designated to complete a VASOR for an offender and staff identified to audit the VASOR as quality assurance staff.
Course Description: The course provides staff instruction on how to complete and Audit a VASOR in OMNI.
Wardens Reporting (OMNI) - 2 hours
Target Audience: Facility Warden’s, Deputy Warden’s, Warden’s secretaries, Deputy Warden’s secretaries, and administrative staff.
Course Description: The Wardens Reporting course will provide instruction to users on how to enter monthly facility statistics in OMNI. The instruction will also include an overview of the various monthly facility reports.

Web OMNI for Agents (OMNI) - 8 hours
Target Audience: All FOA staff
Course Description: The Web OMNI for Agents course will provide instruction on the accessibility and use of select OMNI functions and information that agents can access through Web OMNI. This will increase the flexibility an agent has to access/record information in OMNI.

SECTION THIRTEEN
Discriminatory Harassment/Diversity Training
Discriminatory Harassment and Diversity training programs are managed by the EEO Office and are offered as needed, with the approval of the respective Deputy Director.

Discriminatory Harassment Counselor Training - 4 hours
Target Audience: Specially selected employees who meet the selection criteria.
Course Description: This training provides selected employees with the knowledge to serve in the role of discriminatory harassment counselors at MDOC work sites. This course covers the law and liability issues, MDOC policies and procedures, the reporting and prevention requirements and the role of the counselor. Information is also provided about the types of recourse available to a victim.

Diversity Training - 24 hours
Target Audience: Work sites and/or areas as identified by the Administration.
Course Description: The objectives of this training are to define diversity as an integrated part of corrections core operations, show how diversity is a business, how organization is a necessity for success, illustrate various dimensions of diversity in human, cultural and system categories and develop communication, problem solving and listening skills that will facilitate improved work related inactions with a diverse group of people.

Traumatic Incident Stress Management (TISM)
This program is managed by a (EEO office) Department TISM Program Coordinator. The training is coordinated through the Office of the State Employers Employee Services Program.

SECTION FOURTEEN
Drug and Alcohol Test Training
Drug and Alcohol Test Training
Civil Service Regulation 2.07 specifies that Drug and Alcohol Test Training is mandatory for all new employees.

Drug and Alcohol Test Training for Supervisors
Civil Service Regulation 2.07 specifies that all New Supervisors complete Drug and Alcohol Test Training for Supervisors. This training is available through the On-Line Training site.
SECTION FIFTEEN
Emergency Response Team Training

Emergency Response Team Initial Training Program - 80 hours
There are currently no Emergency Response Team Initial Training programs planned for 2012. Any scheduled programs will be announced via the online calendar.

Emergency Response Team Training-for-Trainers (TTT)
There are four (4) Train-the-Trainer programs scheduled for 2012 with each program presenting the material to be covered during quarterly training requirements for 2012. Additionally, the Active Shooter and Tactical Tracking Program Training for Trainers will be scheduled and announced in the third quarter.

Pre-requisite for Attending TTTs – To attend a TTT program, candidates must be currently certified as a trainer or formerly certified as a trainer in any ERT program or P.A. 415 program. TTT programs are designed to assist with delivering program content and candidates must have experience as a trainer to attend.

Emergency Response Team Quarterly Training
Emergency Response Team members receive a total of 64 hours of training per year on a quarterly basis to maintain retention of skills. The 2012 quarterly training required for maintaining certification include P.A. 415 Mandatory training courses and ERT specific training courses as identified below.

P.A. 415 Mandatory Courses
ERT members who are P.A. 415 employees are also required to complete the P.A. 415 Mandatory courses as specified in Section 1 in accordance with their respective facility training plan. ERT members will attend these courses outside of their quarterly training sessions as part of their work site’s general P.A. 415 training.

Additionally, all teams are encouraged to train with a contiguous team for 16 hours of the mandatory 64 hours. Training programs will be coordinated between teams for program delivery and approved by the Emergency Management Section via a Quarterly Training Schedule.

ERT Specific Courses:
First Quarter- October 01- December 31, 2011
Disturbance Control for ERT - 8 hours

Second Quarter- January 01- March 31, 2012
Building Clearing; New Formations - 8 hours
Cell Extraction & Room/Building Entry - 4 hours
Critical Incident Management (CIM), Room/Building Entry - 2 hours
Pepperball Launcher Re-qualification - 2 hours

Third Quarter- April 01- June 30, 2012
Operational Planning/ICS Structure - 1 hour
Search and Recovery; Arrest Law, Compass/Map Reading, GPS - 8 hours
Physical Fitness Training/Test -2 hours
Use of Force Review - 1 hour
Weapons Re-qualification - 4 hours
Fourth Quarter- July 01- September 30, 2012
Active Shooter Training- 6 hours
Advanced Weapons Training - 4 hours
Tactical Tracking Introduction- 6 hours

Fit Test Training – All ERT members are required to complete annual fit test training for the CHEMICAL AGENT Protective Mask and the HEPA respiratory mask. Additionally, if the member is SCBA certified, they must complete the fit testing for SCBA as well. The fit test training will be scheduled and completed through the nearest facility Respiratory Protection Coordinator/Institutional Training Officer. Medical questionnaires will also be completed as directed by the Respiratory Protection Coordinator/Institutional Training Officer. Fit Test training will be documented and entered into the Training Automated Data System (TADS) and will be forwarded to each respective ERT Commander for annual training documentation.

SECTION SIXTEEN
Leadership Training

New Supervisor Training
This 38 hour program is mandatory for all new supervisors appointed in the last two years except sergeants. This program consists of a wide variety of leadership and supervisory topics. The goal of the program is to aid the new supervisor in learning basic leadership skill and supervisor responsibilities. The program includes activities and discussions designed to help the participant better understand themselves, their skills, their talents, their potential weaknesses, and steps they can take to strengthen key areas.

While the curriculum is comprehensive and covers nine different main topic areas, there are several reoccurring themes that are foundational to the program: To be effective as leaders, supervisors need to understand, appreciate, and be comfortable with diversity (people of different ages, races, gender, skill level, personality, etc.); correctly diagnose situational factors and be flexible in their responses; develop and maintain positive relationships with their employees, peers and managers; develop and maintain their integrity.

New Sergeant Training
Training for newly promoted Sergeants consists of 72 hours of training. The first week of this training is identical to the training provided to New Supervisors described above. This training also addresses the Sergeants unique role in the MDOC as someone who is often the first supervisor on the scene of a problem or an emergency; someone who interacts daily with a wide variety of prisoners, employees and administrators; and someone often looked upon by staff and prisoners as an important leader and problem solver. This second week includes training in disturbance control, responding to emergencies, conducting investigations, administration of the MCO contract, overtime equalization, and professionalism.

Prison Counselor Training
This training is required for anyone promoted to a Prisoner Counselor and is to be completed within 12 months of appointment. This is also required for any Prisoner Counselor who has not yet attended the program. The first week of the training is identical to new supervisors training. The second week consists of topics specific to the duties of a Prisoner Counselor and includes unit operations, prisoner classification, hearings, notary, prisoner visiting process and much more.
SECTION SEVENTEEN  
LEIN Training Requirements  
LEIN training programs are provided to Department staff under the direction of the Michigan Department of Corrections LEIN Administrator. LEIN training courses are outlined in the MDOC Terminal Agency Coordinator (TAC) training manual which meets all MSP LEIN and NCIC training requirements. The development and updating of this manual are the responsibility of the MDOC LEIN Administrator. LEIN Training courses include: LEIN TAC Training, LEIN Operator Training (initial), LEIN Requestor Training, LEIN User Update Training, LEIN Certification Test, and LEIN Security Awareness Training.

Representatives from the Correctional Facilities Administration, the Field Operations Administration and Central Office are trained as Regional Terminal Agency Coordinators by the MDOC LEIN Administrator. The regional terminal agency coordinators provide LEIN TAC Training to work site terminal agency coordinators who are responsible for conducting all LEIN training for employees at their respective work sites and/or agencies.

Initial training - All employees designated to be LEIN Operators must complete the Initial LEIN User training course and pass the LEIN Certification Test prior to gaining access to LEIN. Completion of the LEIN Security Awareness training is also a requirement for initial training.

LEIN Requesters receive an abbreviated version of the LEIN User training tailored to the specific needs of the Requester. LEIN Requestors must also complete the LEIN Security Awareness training.

Re-certification - Every 2 years, operators and requesters must attend a LEIN User Update training to ensure they are aware of changes or updates to LEIN policy and procedures. The LEIN re-certification test must also be completed every 2 years. The LEIN Security Awareness training must be completed every 2 years. Re-certification training is provided by the work site terminal agency coordinator.

SECTION EIGHTEEN  
National Institute of Corrections (NIC)  
Training is available to Department staff through the NIC including live satellite/Internet broadcasts, video-based learning opportunities, virtual instructor led training, and online courses.

Satellite/Internet Broadcasts  
NIC's live satellite/Internet broadcasts offer corrections professionals an interactive video forum on current and pressing topics in corrections. These broadcasts are interactive and allow participants to engage with and learn from experts around the world.

Delivered via satellite and Internet streaming, the broadcasts are available for download by any individual, agency, or facility nationwide. Participants can view the broadcast individually on a computer screen or use a projector to enlarge the signal for a sizable audience. Registration is required, but there is no charge. You can register to view these programs live, or wait and order the program on DVD after the live broadcast.

To see the list of satellite/internet broadcasts go to the NIC web site - www.NICIC.gov/videos and click on the "Live Satellite/Internet Broadcasts" section of the sidebar to find upcoming programs. All broadcasts are close captioned for the hearing impaired.
Video-based Learning
NIC offers a wide variety of video-based learning opportunities. Over the years, they have captured live satellite/Internet broadcast programs on VHS and DVD so that they can be re-used. Individuals, agencies and trainers can request copies of these programs from the NIC library, and some have been made available for immediate viewing online.

To view the list of video-based learning opportunities go to the NIC web site at www.NICIC.gov/videos.

Videos currently available for viewing online can be found by clicking on the On-line Library link; this will show the full list of videos currently available online.

Videos programs available on DVD or VHS can be found under the Library Topics link; this will show the full list of videos that can be requested.

Virtual Instructor Led Training and On-line Courses

Virtual Instructor Led Training (VILT) is a highly interactive delivery mechanism that allows learners to freely and openly interact from their computers in "real time." Sessions are often highly charged, with students sharing experience, perspectives and opinions with the instructor/facilitator and other students.

On-line Training Courses - are computer-based, self-paced training course on an array of correctional topics. The catalog offers over 200 online training courses. The courses are listed alphabetically by title.

Virtual Instructor Led Training and On-line Courses are available through the NIC Learning Center at www.nicic.gov/LearningCenter.

Click on the NIC Learning Center - Login/Registration link under the NIC Learning Center Access heading and you will be directed to the NIC e-learning center site.

For new users who wish to apply for NIC training, there is a two-step process: (A) register as a user in the Learning Center; (B) find the program you wish to apply for in the Training Catalog, click on the title and click on the Enroll button. Both steps are required before your application can be considered.

A. Follow these steps to register for access to NIC's Learning Center:

When selecting your User Name, please enter your business email address as your username. If you do not have a business email address, you may use your personal email address. Please use standard capitalization when entering your information. This means you should capitalize the first letter of your name followed by lower case letters. Do not use all caps or all lower case letters. Following is an example of standard capitalization.

Last Name: Smith
First Name: John
Street Address: 123 Learning Lane
City: Aurora
Job Title: Captain

Ensure that you enter a valid email address. All communications with you will be made via your email address so if your email address is incorrect, we will not be able to notify you of your approval status.
B. Follow these steps to enroll in a specific training program in the NIC Learning Center.
   1. Log into NIC Learning Center.
   2. In the Training Catalog find the program for which you want to enroll.
   3. Click on the enroll button. If you successfully apply, you will receive an e-mail acknowledgment.

What happens after you submit your registration information?
After you submit your registration information, you are immediately granted access to the site and will be
logged in. If you have successfully registered, you will see your first name next to the "Welcome" located in
the upper right hand corner of this page. Note that the site registrations are reviewed daily and individuals
who do not meet the eligibility requirements will be removed.
IMPORTANT! After 180 days of inactivity (not logging into the NIC Learning Center), your account will be
placed in an inactive status until such time as you indicate you want to be active in the Center again.
If your account has been deactivated and you want it reactivated, simply use the Help/Support "Live Chat"
feature of the NIC Learning Center and the instructor on duty can provide you with immediate assistance.

SECTION NINETEEN
Ordnance Training Courses

CFA Firearms and Chemical Agent Training Courses
Arsenal Management - up to 14 hours
Target Audience: New or existing Arsenal Sergeants or assistants.
Course Description: This course offers initial arsenal management training including a review of Ordnance
Manual standards, training on calculations for authorized types and amounts of firearms, ammunition,
chemical agents, and equipment and may include a job shadowing session with an arsenal sergeant.

Chemical Agent Disturbances/Disruptive Prisoner, Train-the-Trainer - 12 hours
Target Audience: Staff trained in the Use of Chemical Agent Disturbances/Disruptive Prisoner program or
those who have passed the ERT Initial program.
Course Description: Completion of this program certifies staff to train the Chemical Agent
Disturbances/Disruptive Prisoner and Personal Chemical Agent programs.

Disturbance Control for Custody Employees - 18 hours
Target Audience: New recruits and in-service custody employees.
Course Description: At the completion of this course, the participant will be equipped to function as a
squad/platoon member to contain a disturbance or provide perimeter security inside or outside a facility
during or following a disturbance.

Disturbance Control for Emergency Response Teams (ERT) - 18 hours
Target Audience: ERT members.
Course Description: Topics presented in this course include: a review of riot history in the United States,
MDOC policy, utilization of custody staff squad lines in comparison to ERT deployment, use of force
continuum within the ERT squad line employing riot shields and riot batons, search and restraint team
capabilities, weapon retention and hostage awareness.
**Disturbance Control for Squad/Platoon Leaders** - 19 hours

**Target Audience:** Sergeants, Lieutenants, Captains and custody employees who will be used as Squad/Platoon Leaders or as back-up as the #2 person in a squad.

**Course Description:** Topics included in this course include disturbance control tactics, use of force, equipment, squad/platoon capabilities, dress out, formations, movement, commands, firearm safety checks, practical exercises with squads, squad/platoon movement, chemical agent deployment, and simulations of working in a contaminated chemical agent environment.

**Disturbance Control for Supervisors-Managers/Administrators** - 6 hours

**Target Audience:** Sergeants, Lieutenants, Captains, Inspectors, Deputy Wardens, Wardens and Administrators.

**Course Description:** This course is designed to provide an overview and familiarization covering a wide range of disturbance control topics.

**DNQ Pistol** - 6 hours

**Target Audience:** CFA employees who have failed Cycles 1 and 2 delivered at the facility.

**Course Description:** Ordnance Unit staff delivers structured training techniques and remedies designed to help the employee who is struggling with pistol qualification and who has already been unsuccessful in qualification at the facility range.

**DNQ Rifle** - 12 hours

**Target Audience:** CFA employees who have failed Cycles 1 and 2 delivered at the facility.

**Course Description:** Ordnance Unit staff delivers structured training techniques and remedies designed to help the employee who is struggling with rifle qualification and who has already been unsuccessful in qualification at the facility range.

**DNQ Shotgun** - 6 hours

**Target Audience:** CFA employees who have failed Cycles 1 and 2 delivered at the facility.

**Course Description:** Ordnance Unit staff delivers structured training techniques and remedies designed to help the employee who is struggling with shotgun qualification and who has already been unsuccessful in qualification at the facility range.

**Firearm Cleaning and Maintenance** - 6 hours

**Target Audience:** Firearm Trainers, Arsenal Sergeants and employees assigned to an arsenal to clean or maintain firearms.

**Course Description:** Participants are trained how to disassemble, clean, and reassemble firearms.

**Firearm Trainer, Train-The-Trainer** - 40 hours

**Target Audience:** Staff who are already weapons qualified and who are selected to train other employees.

**Course Description:** Prepares Firearm Trainers to conduct training for rifle/shotgun/pistol and personal chemical agent. Participants are required to qualify with firearms to the Department Firearm Trainer standard prior to attending the program.

**Firearm Troubleshooting and Repair** - 24 hours

**Target Audience:** Firearm Trainers, Arsenal Sergeants and assistants.

**Course Description:** This is the MDOC initial Armorer training course which includes firearm troubleshooting, repair, and maintenance instruction for the rifle, shotgun, and pistol, as well as, cleaning and care for the gas gun.
**Firearm Trainer Update** - up to 8 hours  
**Target Audience:** Level I Firearm Trainers.  
**Course Description:** This course provides annual update information for Level I Firearm Trainers.

**Gun Tower Training** - 3 hours  
**Target Audience:** New recruits or status employees who are assigned to facilities with operating gun towers.  
**Course Description:** This course reviews safety, range rules, gun tower firing positions and rifle safety checks. The course of fire includes verbal warnings, warning shots, and firing from different positions at multiple targets.

**Handgun Retention, Train-The-Trainer** - 6 hours  
**Target Audience:** Supervisory staff who are Firearm Trainers.  
**Course Description:** Prepares the participant to train five handgun retention techniques to employees who carry a handgun.

**Initial Handgun** - 32 hours  
**Target Audience:** CFA employees who will carry a handgun while on duty.  
**Course Description:** This course trains and qualifies custody employees for assignment to jobs requiring the use of a handgun. This course focuses on the safe and proficient use and handling of the Department issued pistol. It includes dry fire and low light familiarization, personal chemical agent and handgun retention training.

**Master Firearm Trainer Development Plan** - 40 hours  
**Target Audience:** Selected Firearm Trainers, typically supervisors.  
**Course Description:** This course provides advanced development to select firearm trainers, including written testing, a handgun retention update, firing line management, and requalification with rifle/shotgun/pistol to the Department standard for Master Firearm Trainers.

**Master Firearm Trainer Update** - up to 8 hours  
**Target Audience:** Master Firearm Trainers.  
**Course Description:** Annual update information and firearm techniques for master firearm trainers. Topics include firing line management and requalification with rifle/shotgun/pistol to the Department standard for Master Firearm Trainers.

**Range Officer** - 16 hours  
**Target Audience:** Custody employees who are selected by facility administration who have successfully completed the initial training program and are qualified with rifle/shotgun/pistol.  
**Course Description:** This course provides participants with the skills necessary to function at the level of Range Officer and will enable the participant to manage an initial qualification or in-service requalification course of fire with the rifle, shotgun or pistol.

**Range Officer Update** - up to 4 hours  
**Target Audience:** Current range officers.  
**Course Description:** This course provides updates for and requalification for current Range Officers.
**FOA Firearms and Chemical Agent Training**

**DNQ Pistol** - up to 6 hours

**Target Audience:** FOA employees who have failed the Initial Handgun, during Cycle 1 or 2, or those who have failed annual pistol requalification.

**Course Description:** Ordnance Unit staff delivers structured training techniques and remedies designed to help the employee who is struggling with pistol qualification.

**Handgun Overview** - 1 hour

**Target Audience:** FOA employees who have not yet completed the Initial Handgun training course.

**Course Description:** The course informs new FOA employees, who are authorized to carry a handgun, of the practical and tactical issues involved with carrying a concealed weapon.

**Handgun Practice** - no hourly training credit

**Target Audience:** Handgun qualified FOA employees.

**Course Description:** The course offers safety instruction, an update on pistol handling techniques, and annual range practice. It is delivered in conjunction with Handgun Requalification.

**Handgun Requalification** - up to 4 hours

**Target Audience:** Handgun qualified FOA employees.

**Course Description:** The course offers safety instruction, an update on handgun handling techniques, range practice, and requalification.

**Handgun Retention** - up to 4 hours

**Target Audience:** Handgun qualified FOA employees.

**Course Description:** The course teaches the participant five handgun retention techniques to utilize if attacked by someone intent on taking their handgun.

**Initial Handgun** - 32 hours

**Target Audience:** Employees who are authorized to carry a handgun.

**Course Description:** This course consists of classroom training, range practice, handgun qualification, and a written test. The classroom training includes handgun techniques, safety demonstrations, handgun retention, and personal chemical agent training.

**Personal Chemical Agent** - 1 hour

**Target Audience:** FOA employees authorized to carry chemical agent.

**Course Description:** The course includes lecture on policy review, chemical agent characteristics, features, tactical safety, procedures for carrying, and precautions after spraying, and decontamination treatments.
SECTION TWENTY
Physical Plant Menu Training Programs

Annual Physical Plant Division Training - 16 hours
Target Audience: Physical Plant Superintendents, Regional and Facility Fire Safety Inspectors, and Department Sanitarians.
Course Description: The following topics will be presented at the annual conference - Capitol Outlay budget submission requirements, Standardization of the Preventive Maintenance CMMS system using the MICROMAIN, Job Safety, and Energy Auditing requirements of state facilities.

Boiler Combustion Analysis Training - 4 hours
Target Audience: Physical Plant Superintendents.
Course Description: This training is essential to keep our energy consumption for our heating plants at a minimum and thus save energy consumption.

Department Occupational Safety and Health and Safety Training – 8 to 16 hours
Target Audience: Regional Fire Safety Supervisors and Regional Sanitarians.
Course Description: This training is to develop DOC training staff to complete mandatory training (mandatory per policy). Training is through the Michigan Training Institute and MIOSHA classes.

Drinking Water Production Update
Target Audience: Maintenance staff responsible for well production.
Course Description: This course is mandatory by DEQ for licensing to keep current with laws and regulations regarding drinking water.

Electrical Code Update - 8 hours
Target Audience: Electricians.
Course Description: The Department of Labor and Economic Growth (DELEG) requires all renewing electricians to have a code update prior to licensing renewal.

Energy Audit Training - 8 hours
Target Audience: Physical Plant Superintendents.
Course Description: This training is needed to train maintenance supervisors on how to conduct a detailed energy audit of their facility to reduced energy consumption. This audit training will help the MDOC target the most effective way to save utility usage.

Fire Safety Inspector Certification 1, Training and Update/Life Safety Code - 8 to 40 hours
Target Audience: Regional Facility Fire Safety Inspectors, and Regional Fire Supervisors.
Course Description: The hours depend on staff requirements to either obtain certification or as an update. This training is mandatory for DOC fire safety inspectors to obtain and maintain certification per policy and DELEG approval of the Department fire safety program; ACA also requires a qualified inspector. This is an in-depth training on the Life Safety Code and implementation of the code.

Hazardous Materials Storage and Handling Training - 8 hours
Target Audience: All MSI factory supervisors and facility hazardous materials safety coordinators.
Course Description: This is a mandatory requirement by DEQ.
HVAC Maintenance - 8 hours
Target Audience: Maintenance Mechanics.
Course Description: This training covers how to correctly trouble shoot Direct Digital Controls (DDC), Pneumatic, and other HVAC control systems.

Life Safety Code Training - 16 hours
Target Audience: Fire Safety Inspectors and Supervisors
Course Description: In depth training on Life Safety Code and implementation of the code.

Preventive Roof Maintenance – 8 hours
Target Audience: Maintenance staff
Course Description: This training program provides education for staff on how to best extend the life of existing low slope roofs.

Steam Trap Maintenance Training - 8 hours
Target Audience: maintenance mechanics with responsibility for steam production and maintenance.
Course Description: This training is essential for maintenance mechanics working at facilities that use steam for production of heating and cooling in the facility.

Storm Water Management Training - 2 Hours
Target Audience: Physical Plant Supervisors with Requirement for Storm Water Management
Course Description: This training includes MS4 Permit Requirements and updates to the permit by the DNRE.

SECTION TWENTY ONE
ReEntry Training
Collaborative Case Management (CCM) – 32 hours
Target Audience: All staff with case management responsibilities working at male facilities.
Course Description: The MDOC collaborated with Orbis, Partners Inc. to develop this training program geared primarily for staff with prisoner and parolee case management responsibilities. Certified MDOC facilitators conduct the training designed to be delivered within a localized multi-disciplinary group (recommended) of participants consisting of local prison and parole staff combined with local community based providers, all with case management responsibilities.

Collaborative Case Management for Women/Vital Differences (CCM-W) – 56 hours
Target Audience: All staff with case management responsibilities working at female facilities.
Course Description: The MDOC collaborated with Orbis Partners, Inc. to design and implement a case management training program for staff with case management responsibilities over women prisoners, parolees and probationers. Specific modules are also included that address vital differences in working with female offenders, such as pregnant offenders, legal issues, mental and physical health.

Collaborative Case Management for Women/Vital Differences (CCM-W) Shortened Version – 28 hours
Target Audience: All staff working at female facilities that do not have case management responsibilities.
Course Description: The MDOC collaborated with Orbis Partners, Inc. to design and implement a case management training program for staff with case management responsibilities over women prisoners, parolees and probationers. Specific modules are also included that address vital differences in working with female offenders, such as pregnant offenders, legal issues, mental and physical health.
Coaching for Competence: High Fidelity Collaborative Case Management (Coaching) – 8 hours
Target Audience: Supervisors of those staff members involved in the CCM process.
Course Description: The MDOC collaborated with Orbis Partners, Inc. to design a Coaching manual that provides supervisors of case management staff with skill sets necessary to encourage their staff toward efficient and effective Collaborative Case Management.

Correctional Offender Management Profiling for Alternative Sanctions (COMPAS) – 14 hours
Target Audience: FOA staff members - Agents and Supervisors. CFA staff members – Prison Counselors, Resident Unit Managers, Classification Directors, Corrections Program Coordinators, Classification Directors, Corrections Program Coordinators (MUST HAVE LEIN TRAINING AS PREREQUISITE).
Course Description: COMPAS is a software program and database that is used to record information about offenders, analyze that information, and then use the results of that analysis to make decisions about treatment, placement, and supervision which are summarized in a Transition Accountability Plan. The goals of this course are to provide participants with the skills needed to complete an assessment accurately, construct a functional Transitional Accountability Plan and locate the three reports generated by the assessment.

Correctional Offender Management Profiling for Alternative Sanctions (COMPAS) for Women – hours TBD
Target Audience: All staff who complete COMPAS assessments on female offenders (MUST HAVE LEIN TRAINING AS PREREQUISITE)
Course Description: COMPAS is a software program and database that is used to record information about offenders, analyze that information, and then use the results of that analysis to make decisions about treatment, placement, and supervision which are summarized in a Transition Accountability Plan. The goal of this course is to provide those selected to administer the COMPAS assessment to female offenders with the skills needed to perform those tasks.

Correctional Offender Management Profiling for Alternative Sanctions (COMPAS) for Youth – hours TBD
Target Audience: All staff that complete COMPAS assessments on offenders under the age of 18 (MUST HAVE LEIN TRAINING AS PREREQUISITE).
Course Description: COMPAS is a software program and database that is used to record information about offenders, analyze that information, and then use the results of that analysis to make decisions about treatment, placement, and supervision which are summarized in a Transition Accountability Plan. The goal of this course is to provide those selected to administer the COMPAS assessment to youthful offenders with the skills needed to perform those tasks.

COMPAS TTT – hours TBD
Target Audience: Select staff
Course Description: The program will provide selected staff members with an expert knowledge of the COMPAS application and the logic that drives it for the purpose of educating Case Management staff who complete COMPAS assessments or utilize COMPAS information.
Correctional Offender Management Profiling for Alternative Sanctions (COMPAS) 8.0 - hours TBD
Target Audience: All staff that complete COMPAS assessments on offenders under the age of 18 (MUST HAVE LEIN TRAINING AS PREREQUISITE).
Course Description: COMPAS is a software program and database that is used to record information about offenders, analyze that information, and then use the results of that analysis to make decisions about treatment, placement, and supervision which are summarized in a Transition Accountability Plan. The goal of this course is to provide those selected to administer the COMPAS assessment with information on the changes that have occurred with the upgrade to COMPAS 8.0.

OMNI-COMPAS Interface/Program Priority Manager (PPM) – hours TBD
Target Audience: All staff who complete COMPAS assessments on offenders (MUST HAVE COMPAS TRAINING AS PREREQUISITE).
Course Description: The goal of this course is to provide those selected to administer the COMPAS assessment with training on how to utilize the COMPAS application and OMNI to create Transition Accountability Plans and program referrals once the 2 applications interface.

OMNI Case Notes – hours TBD
Target Audience: All staff with OMNI assess involved in the management of offenders.
Course Description: The goal of this course is to educate staff in the proper data entry add use of the Case Note section of OMNI for the purpose of information sharing. (CBT)

Violence Prevention Program (VPP) TTT – hours TBD
Target Audience: Designated staff.
Course Description: The program objective is to contribute to the reduction of violent recidivism via an evidence based curriculum offered in the correctional facilities as well as within the community. The delivery of VPP aims to reduce violent re-offending by targeting interventions specific to the reduction of risk factors associated with violent behavior, along with matching each offender's level of risk to the appropriate program intensity. The VPP model has been evaluated and shown to be an effective approach for changing offender behavior such that violent re-offending is reduced, institutional violence becomes less frequent, and neighborhoods are safer.

Thinking for a Change (T4C) 3.0 TTT – 32 hours
Target Audience: Designated CFA and FOA staff.
Course Description: The program targets criminal thinking, attitudes and beliefs through skill-development, modeling and practice. Program has 25 core sessions with an additional 10 sessions recommended for practicing learned skills.

CCM-TTT – hours TBD
Target Audience: Designated CFA and FOA staff.
Course Description: Certified MDOC facilitators are developed to conduct the training designed to be delivered within a localized multi-disciplinary group (recommended) of participants consisting of local prison and parole staff combined with local community based providers, all with case management responsibilities.

Inside-Out Dad-TTT – hours TBD
Target Audience: Designated CFA staff.
Course Description: Participants are trained to deliver a cognitive parenting program.
SECTION TWENTY TWO

Training for Trainers
Selection of employees to attend these programs is at the discretion of the Warden/Regional Administrator or his/her designee.

Program
Emergency Health Care TTT (CPR with AED) - 32 hours
Emergency Health Care Master Trainer Update* - 4 hours
Emergency Health Care Update - 2 hours
Emergency Response Team Update* - 8 to 40 hours
Emergency Response Team TTT - 40 hours
Fundamentals of Training (Program Delivery) - 40 hours
Hostage Incident Management* - 8 hours
Hostage Incident Management Update* - 2 hours
Managing Offenders and Their Behavior – 40 Hours (Formerly Prisoner Management ORT Program)
Prisoner Management TTT - 40 hours
Prisoner Management Master Trainer* - 8 to 24 hours
Prisoner Management Trainer - 40 hours
Radio Training, 800 MHZ - 8 hours
Self Contained Breathing Apparatus TTT - 8 hours
Self Contained Breathing Apparatus Master Trainer - 22 hours
Thinking for Change (NIC) – 32 hours
Various – Train the Trainer - 24 to 80 hours

* These train the trainer courses require additional credentials or prerequisites. For further information on additional requirements, contact the Inservice Training Unit.

SECTION TWENTY THREE

Additional Available Training Courses
Training credit is also available to Department staff for completing courses through various other sources as described in this section.

American Heart Association CPR Programs
CPR programs offered through the American Heart Association are prerequisite requirements for some Health Care Professional training programs. Health Care professionals can meet Department CPR training requirements by presenting a current BLS and/or ACLS card.

Civil Service Programs
Training programs offered through the Michigan Department of Civil Service may be attended with supervisory approval. NOTE: Civil Service Training, except for the retirement seminar, can be used towards annual training credit. An agenda or course description must be attached to the CAR-854 training report to specify which course is attended. Note - see Section 11 for information on e-learning courses available through the Department of Civil Service.
Conferences and Seminars
Training credit is approved for conferences that target certain classifications and/or seminars that address issues specific to a profession. The agenda of the specific conference or seminar attended must be attached to the CAR-854. Conferences and seminars include:

- Americans with Disabilities Act
- Deputy Wardens
- Athletic Directors
- Auditors
- BHR Training
- Business Office
- Chaplains
- Dental Staff
- Education
- Environment
- Fire Inspector
- Food Service
- Health Care
- Librarian
- Maintenance
- Minority Advisory Panel
- Michigan Corrections Association
- MIOSHA/OSHA
- Michigan State Industries

Cross Training
Up to 8 hours of training credit is available for Cross Training. Training credit is received by completing a Cross Training Credit form (CAJ-119) that must be approved by the appropriate Warden or FOA Administrator. The CAJ-119 is available on the Document Access System.

Hearings Investigator Training
The roles and responsibilities of the Hearing Investigator are covered in this training for new hearings investigators.

Investigating Gender-Based Misconduct Training
This course provides training to employees assigned to investigate gender-based employee misconduct complaints. Gender-based misconduct includes sexual misconduct, discriminatory harassment, over familiarity and retaliation for reporting a gender-based allegation.

Internal Affairs Investigations
This three hour training course conducted by the Internal Affairs division includes information that needs to be considered in sexual harassment cases.

Mobilization Participant
Training credit is authorized for participation in facility mobilization exercises. Training credit varies depending on the type and length of mobilization.

National Institute of Corrections Training Programs
The National Institute of Corrections offers a variety of training activities including seminars in Aurora, Colorado, and through programs offered at central locations. Staff interested in attending NIC workshops/programs at Aurora or at centralized locations must submit an NIC application and an MDOC pre-application to the Director's Office for approval. Note - see Section 11 for information on e-learning courses available through NIC.

New Employee Training Programs
All courses within the currently approved new employee training curriculums are available as re-fresher training programs and are approved for training credit.
Prisoner Time Computation
The Prisoner Time Computation training assists staff in understanding the various ways prisoner release dates are calculated, the statutes and laws governing good time, disciplinary credits and disciplinary time.

Reviewing Officer Training
This 8 hour course presents the requirements for reviewing prisoner misconduct reports and provides a comprehensive review of the prisoner disciplinary process.

Security Classification Training
This course is designed for those who prepare security classification screening forms, and for those who review these forms for accuracy.

Special Alternative Incarceration (SAI) New Officer Training Program
Corrections officers selected to work at the Special Alternative Incarceration Program (SAI) are required to complete a 120 hour SAI training program.

Staff Meetings, Training at MDOC
Up to 8 hours of training credit is authorized for training received at work site staff meetings. A topical outline must be attached to the CAR- 854 to receive training credit. Credit will be granted only for the time training takes place, NOT the entire staff meeting.

Supervising Public Work Crews for Outside Agencies
Department policy specifies that a contracting public agency or non-profit organization must successfully complete this program prior to supervising public work crews. This course is given on an as needed basis throughout the year and specifies proper supervision and security for work crews.