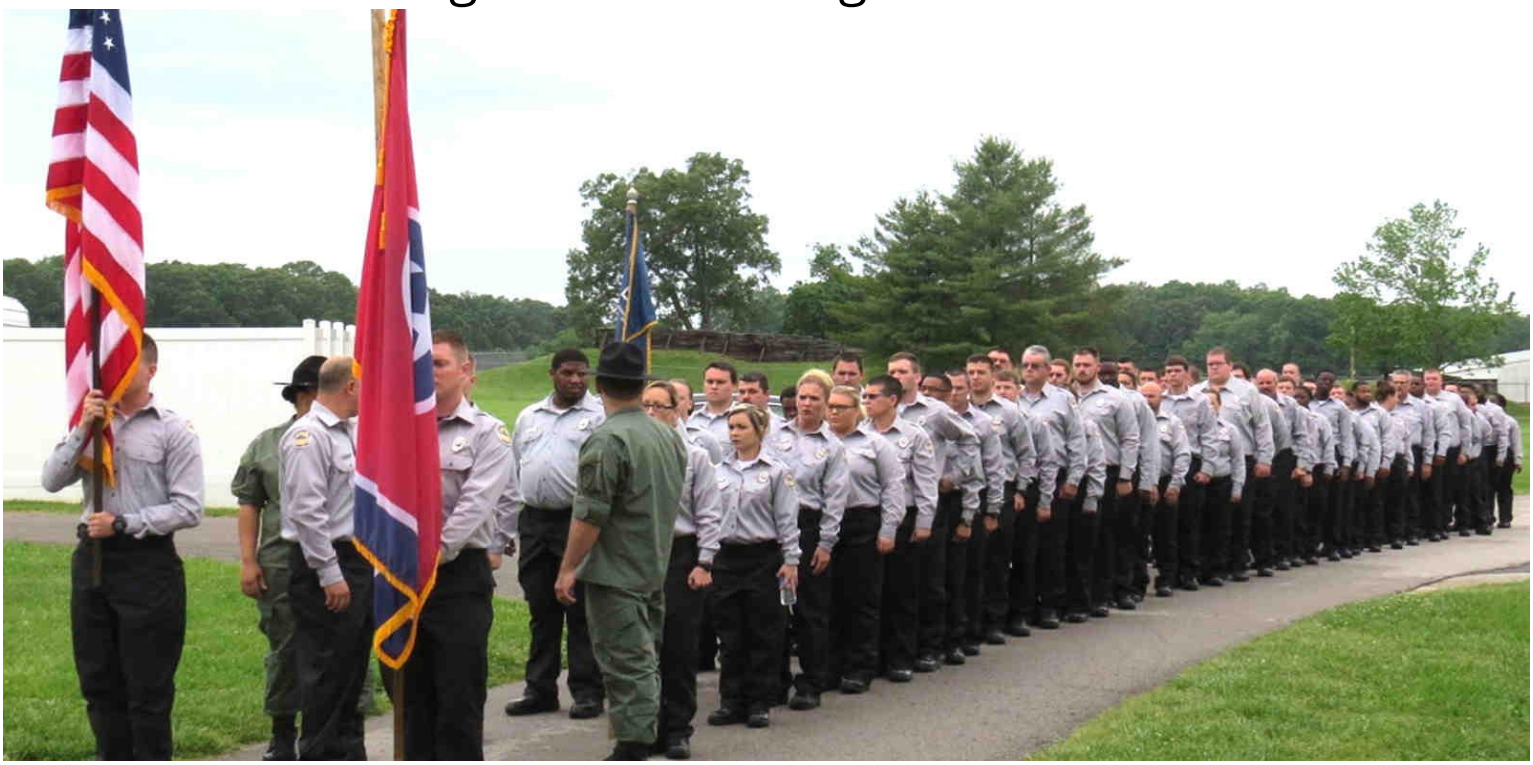
TENNESSEE DEPARTMENT OF CORRECTION

TENNESSEE CORRECTION ACADEMY

"Leading by Positive Example"

Training Course Catalog – FY2021 – 2022



Nov 3, 2021

TN Department of Correction

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 prisons and provide effective community supervision in order to enhance public safety

VISION

To be recognized as the best correctional agency in the nation.

GUIDING PRINCIPLES

We .....

believe in and support the mission of our agency and our team.
will treat all people fairly.
will not purposely compromise public safety.
will stand behind our word.
will protect each other but not at the expense of compromising our integrity.
will always accomplish our mission.

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

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 service, will set the example for excellence in the delivery of criminal justice training.

VALUES

Implementing a targeted training system
Operating in a quality facility
Making training a clear priority

OUR MOTTO

ONE MISSION: To operate safe and secure prisons and provide effective community supervision in order to enhance public safety.

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 – FY2021–2022

Basic Correctional Officer Training - BCOT

CLASS NUMBER	DATE
501	June 19 – Aug 20, 2021
502	August 16 – September 17, 2021
503	September 13 – October 15, 2021
504	*October 13 – November 5, 2021
505	*November 15 – December 17, 2021
506	*January 4 – January 28, 2022
507	*February 7 – March 4, 2022
508	*March 14 – April 8, 2022
509	*April 18 – May 13, 2022
510	*May 23 – June 17, 2022

** Reflects training weeks 3 thru 6. Weeks 1 and 2 are New Employee Orientation*

Basic Probation/Parole Officer Training - BPOT

CLASS NUMBER	DATE
501	July 12 – August 20, 2020, 2021
502	September 7 – October 15, 2021
503	November 1 – December 17, 2021
504	January 10 – February 18, 2022
505	February 28 – April 8, 2022
506	May 2 – June 10, 2022

SPECIALTY TRAINING at TCA – FY2021-2022

Instructor Development Course (IDC-T4T) – Jun. 12-16; Aug. 16-20; Oct. 25-28

New Supervisor Training (NST)– Nov. 15-19; Feb. 7-1; Mar. 28–Apr. 1; May 23-26

Visitation Supervisor Training (VST) – Feb 28

Firearms Instructor workshop (FI ws) – Sep. 27-28; Nov 29-30

PRE-SERVICE CLASS SCHEDULES AND COURSE DESCRIPTIONS

BASIC CORRECTIONAL OFFICER TRAINING – WEEK 3

TENNESSEE DEPARTMENT OF CORRECTION

TENNESSEE CORRECTION ACADEMY

BASIC CORRECTIONAL OFFICER TRAINING PROGRAM

FY 2021 - 2022 **Week 3**

Class start at 8:00

	Training Module	Hrs.	Instructor	Location
MONDAY = 8.0	Cultural Diversity	2		
	Introduction to Incident Command System	1		
	First Aid and CPR Certification	3		
	Basic Report Writing	2		
	Training Module	**Hrs.**	**Instructor**	**Location**
TUESDAY = 8.0	Basic E-Tomis	2		
	Counseling Skills	1		
	Security Threat Group (STG) Identification	3		
	Hostage Survival	2		
	Training Module	**Hrs.**	**Instructor**	**Location**
WEDNESDAY = 8.0	Social/Cultural Lifestyles of Inmates	2		
	Victim Awareness	1		
	Inmate Disciplinary Procedures	2		
	Report Writing – Use of Force Form	2		
	Work Ethics	1		
	Training Module	**Hrs.**	**Instructor**	**Location**
THURSDAY = 8.0	Shared Security	2		
	Legal and Professional Issues	2		
	Recognizing Disturbances	2		
	Sudden In-Custody Death Syndrome (SICDS)	2		
	Training Module	**Hrs.**	**Instructor**	**Location**
FRIDAY = 8.0	Social Communication Skills	2		
	Verbal Self Defense	2		
	Rookie Syndrome	1.5		
	Job Shadowing	2.5		

Total Hours: 40.0 Participants:

Complies with ACA Standards 4-4084

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

1-Hour Lunch

BASIC CORRECTIONAL OFFICER TRAINING – WEEK 4

TENNESSEE DEPARTMENT OF CORRECTION

TENNESSEE CORRECTION ACADEMY

BASIC CORRECTIONAL OFFICER TRAINING PROGRAM

FY 2021 - 2022 **Week 4**

Class start at 8:00

	Training Module	Hrs.	Instructor	Location
MONDAY = 9.0	Firearms - Policy, Procedure and Safety	1.5		
	Firearms - Revolver	1.5		
	Firearms - Shotgun	1		
	Firearms - Practical	5		
	Training Module	**Hrs.**	**Instructor**	**Location**
TUESDAY = 9.0	Range Familiarization	3.5		
	Firearms Skills	2.5		
	Firearms Pre-test Review	1.5		
	Firearms Test/Remedial (if necessary)	1.5		
	Training Module	**Hrs.**	**Instructor**	**Location**
WEDNESDAY = 8.5	Firearms Non-Scored Practice	1		
	Firearms Qualification	2.5		
	Electronic Restraint Devices and Test	4		
	RACC Belt/Taser/Stun-Cuff Overview	1		
	Training Module	**Hrs.**	**Instructor**	**Location**
THURSDAY = 9.5	Firearms Qualification (if needed) / Job Shadowing	4.5		
	Personal Searches	2		
	Cell/Area Searches	2		
	Crime Scene Protection	1		
	Training Module	**Hrs.**	**Instructor**	**Location**
FRIDAY = 4.0	Visitation	2		
	Staff Teamwork	2		

Total Hours: 40.0 Participants:

Complies with ACA Standards 4-4084

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

1-Hour Lunch

BASIC CORRECTIONAL OFFICER TRAINING – WEEK 5

TENNESSEE DEPARTMENT OF CORRECTION

TENNESSEE CORRECTION ACADEMY

BASIC CORRECTIONAL OFFICER TRAINING PROGRAM

FY 2021 - 2022 **Week 5**

Class start at 8:00

MONDAY = 10.0

Training Module	Hrs.	Instructor	Location
Use of Force Policy, Law and Continuum	2		
Intro to Defensive Tactics	2		
CQPD-1 Basic Restraints	2		
CQPD-1 Stance/Strikes	4		

TUESDAY = 9.0

Training Module	Hrs.	Instructor	Location
CQPD-1 360 Defense against Punches, Chokes, Body Locks	3		
CQPD-1 Defense against Edged and Blunt Objects	3		
CQPD-1 Control Techniques	2		
CQPD-1 Review	1		

WEDNESDAY = 8.0

Training Module	Hrs.	Instructor	Location
CQPD-1 Ground Defense	3		
CQPD-1 Review	1		
Cell Extraction	2		
Therapeutic Restraints	2		

THURSDAY = 9.0

Training Module	Hrs.	Instructor	Location
Chemical Agents classroom training & Inert Drills	3		
Chemical Agents Application & Decontamination	2		
CQPD-1 Review	2		
CQPD-1 Skills test	2		

FRIDAY = 4.0

Training Module	Hrs.	Instructor	Location
Job Shadow	4		

Total Hours: 40.0 Participants:

Complies with ACA Standards 4-4084

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

1-Hour Lunch

BASIC CORRECTIONAL OFFICER TRAINING – WEEK 6

TENNESSEE DEPARTMENT OF CORRECTION

TENNESSEE CORRECTION ACADEMY

BASIC CORRECTIONAL OFFICER TRAINING PROGRAM

FY 2021 - 2022 **Week 6**

Class start at 8:00

	Training Module	Hrs.	Instructor	Location
MONDAY = 8.0	Tier Management	2		
	Security Procedures: Population Count	1.5		
	Security Procedures: Control of Gates, Perimeters & Security	1.5		
	Transportation/Inmate Escort/Vehicle Searches	1.5		
	Security Procedures: Dining Room/Yard Supervision	1.5		
	Training Module	**Hrs.**	**Instructor**	**Location**
TUESDAY = 9.0	Inmate Rules and Grievances	1.5		
	Volunteers - Their Impact	1.5		
	Conflict Resolution	2		
	Criminal Thinking	2		
	Logbook Entries	2		
	Training Module	**Hrs.**	**Instructor**	**Location**
WEDNESDAY = 9.5	Photographs	1		
	Effective Courtroom Testimony	2		
	Interpersonal Communication	1.5		
	Inmate Religious Property	1.5		
	Segregation	2		
	Radio Communication	1.5		
	Training Module	**Hrs.**	**Instructor**	**Location**
THURSDAY = 8.5	Final Exam Review	2		
	Final Exam	1.5		
	Practicums	4		
	Graduation Rehearsal and Course Wrap-up	1		
	Training Module	**Hrs.**	**Instructor**	**Location**
FRIDAY = 4.0	Graduation Preparations	1		
	Course Evaluation/Administrative Meeting	2		
	Graduation	1		

Total Hours: 40.0 Participants:

Complies with ACA Standards 4-4084

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

1-Hour Lunch

BASIC CORRECTIONAL OFFICER TRAINING
WEEK 3 FY21-22

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.

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.

Report Writing – Use of Force Form

This course introduces the students to the specifics of the TDOC Use of Force Incident form.

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.

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.

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.

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

Rookie Syndrome

This course will include Identifying and discussing common problems and mistakes a new correctional officer will face. Solutions to problems and mistakes will be discussed in class as well as other sources for assistance the new correctional officer may turn to.

BASIC CORRECTIONAL OFFICER TRAINING
WEEK 4 FY21-22

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.

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.

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.

BASIC CORRECTIONAL OFFICER TRAINING
WEEK 5 FY21-22

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 Post to Hook

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.

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 Escort Position and Rear Takedown

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 6 FY21-22

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 and 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 exist. Contraband being "smuggled" from one location to another, inmates being in unauthorized locations and/or loitering can 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.

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.

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.

Effective Courtroom Testimony
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.

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.

TN Department of Correction

BPOT - BASIC PROBATION/PAROLE OFFICER TRAINING
WEEK 1 SCHEDULE FY 21-22

	Time Block		Training Module	Hrs.	Instructor(s)	Location
MON = 9.0	7:00 - 9:00		EBP Orientation	2.0		
	9:00 - 12:00		First Aid & CPR Certification	3.0		
	12:00 - 1:00		Lunch			
	1:00 - 4:00		CPR Skills	3.0		
	4:00 - 5:00		ACA Orientation	1.0		
	5:00 - 6:00		Dinner			
	Time Block		**Training Module**	**Hrs.**	**Instructor(s)**	**Location**
TUE = 8.0	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		
	5:00 - 6:00		Dinner			
	Time Block		**Training Module**	**Hrs.**	**Instructor**	**Location**
WED = 8.0	8:00 - 12:00		Opening a Case	4.0		
	12:00 - 1:00		Lunch			
	1:00 - 2:00		Probation Poster Child	1.5		
	2:00 - 4:30		Social Communication Skills	2.5		
	5:00 - 6:00		Dinner			
	Time Block		**Training Module**	**Hrs.**	**Instructor**	**Location**
THUR = 8.0	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		
	5:00 - 6:00		Dinner			
	Time Block		**Training Module**	**Hrs.**	**Instructor**	**Location**
FRI = 3.0	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		

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

TN Department of Correction

BPOT - BASIC PROBATION/PAROLE OFFICER TRAINING
WEEK 2 SCHEDULE FY 21-22

	Time Block		Training Module	Hrs.	Instructor(s)	Location
MON = 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 Lad	2.0		
	Time Block		**Training Module**	**Hrs.**	**Instructor(s)**	**Location**
TUE = 8.5	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		
	3:00 - 5:30		Weapons Maintenance	2.5		
	Time Block		**Training Module**	**Hrs.**	**Instructor**	**Location**
WED = 8.5	8:00 - 12:00		Live Fire Drills	4.0		
	12:00 - 1:00		Lunch			
	1:00 - 5:30		Stoppage Reduction Drills	4.5		
	5:00 - 6:00		Dinner			
	Time Block		**Training Module**	**Hrs.**	**Instructor**	**Location**
THUR = 8.5	8:00 - 12:00		Live Fire Drills	4.0		
	12:00 - 1:00		Lunch			
	1:00 - 3:30		Live Fire Drills	2.5		
	3:30 - 5:30		Qualification	2.0		
	Time Block		**Training Module**	**Hrs.**	**Instructor**	**Location**
FRI = 3.5	6:00 - 8:00		Linen Exchange			
	8:00 - 10:00		Qualification	2.0		
	10:00 - 11:30		Range Clean-up	1.5		

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

TN Department of Correction

BPOT - BASIC PROBATION/PAROLE OFFICER TRAINING
WEEK 3 SCHEDULE FY 21-22

	Time Block		Training Module	Hrs.	Instructor(s)	Location
MON = 8.0	8:00 - 9:00		Introduction to Defensive Tactics	1.0		
	9:00 - 12:00		Defensive Tactics (Handcuffing)	3.0		
	12:00 - 1:00		Lunch			
	1:00 - 3:00		Defensive Tactics (Stance/Strikes)	2.0		
	3:30 - 5:00		Defensive Tactics (CQPD)	2.0		
TUE = 8.0	**Time Block**		**Training Module**	**Hrs.**	**Instructor(s)**	**Location**
	8:00 - 12:00		Defensive Tactics (Chokes and Body Locks)	4.0		
	12:00 - 1:00		Lunch			
	1:00 - 5:00		Defensive Tactics (Ground Defense)	4.0		
WED = 8.0	**Time Block**		**Training Module**	**Hrs.**	**Instructor**	**Location**
	8:00 - 10:00		Defensive Tactics (Blunt and Edged Weapons)	4.0		
	10:00 - 12:00		Defensive Tactics (Review)			
	11:00 - 1:00		Lunch	4.5		
	1:00 - 2:00		Defensive Tactics (Weapons Retention)			
	2:00 - 4:00		Defensive Tactics (Weapons Retention Scenarios)			
	4:00 - 5:00		Defensive Tactics Review (Weapons Retention)			
THUR = 8.0	**Time Block**		**Training Module**	**Hrs.**	**Instructor**	**Location**
	8:00 - 11:00		Chemical Agents & Inert Drills	3.0		
	11:00 - 12:00		Child and Elderly Abuse	1.0		
	12:00 - 1:00		Lunch			
	1:00 - 5:00		Defensive Tactics (Asp)	4.0		
FRI = 5.5	**Time Block**		**Training Module**	**Hrs.**	**Instructor**	**Location**
	6:00 - 8:00		Linen Exchange			
	8:00 - 10:00		Criminal Thinking	2.0		
	10:00 - 11:00		Infectious Diseases	1.0		
	11:00 - 1:00		Hostage Survival	2.0		
	1:00 - 1:30		Photographs	.5		

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

TN Department of Correction

BPOT - BASIC PROBATION/PAROLE OFFICER TRAINING
WEEK 4 SCHEDULE FY 21-22

	Time Block		Training Module	Hrs.	Instructor(s)	Location
MON = 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 - 5:30		Dinner			
	5:30 - 6:30		Interpersonal Communication	1.0		
	Time Block		**Training Module**	**Hrs.**	**Required For:**	
TUE = 10.0	8:00 - 12:00		Risk Needs Assessment	4.0		
	12:00 - 1:00		Lunch			
	1:00 - 4:30		Risk Needs Assessment	4.0		
	4:30 - 5:30		Dinner			
	5:30 - 7:30		Caseload Organization	2.0		
	Time Block		**Training Module**	**Hrs.**	**Instructor**	**Location**
WED = 8.0	8:00 - 12:00		Risk Needs Assessment	4.0		
	12:00 - 1:00		Lunch			
	1:00 - 5:00		Risk Needs Assessment	4.0		
	Time Block		**Training Module**	**Hrs.**	**Instructor**	**Location**
THUR = 8.0	8:00 - 12:00		Standards of Supervision	4.0		
	12:00 - 1:00		Lunch			
	1:00 - 5:00		Reentry Simulation	4.0		
	Time Block		**Training Module**	**Hrs.**	**Instructor**	**Location**
FRI = 3.5	6:00 - 8:00		Linen Exchange			
	8:00 - 9:00		Time Management	1.0		
	9:00 - 10:00		Rules of Supervision	1.0		
	10:00 - 11:30		Photographs (Make up)	1.5		

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

TN Department of Correction

BPOT - BASIC PROBATION/PAROLE OFFICER TRAINING
WEEK 5 SCHEDULE FY 21-22

	Time Block		Training Module	Hrs.	Instructor(s)	Location
MON = 8.0	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		
	Time Block		**Training Module**	**Hrs.**	**Instructor**	
TUE = 9.0	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		
	Time Block		**Training Module**	**Hrs.**	**Instructor**	**Location**
WED = 8.0	8:00 - 12:00		Parole Revocation Process	4.0		
	12:00 - 1:00		Lunch			
	1:00 - 5:00		Parole Revocation Process	4.0		
	Time Block		**Training Module**	**Hrs.**	**Instructor**	**Location**
THUR = 9.0	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		
	Time Block		**Training Module**	**Hrs.**	**Instructor**	**Location**
FRI = 3.5	**6:00 - 8:00**		**Linen Exchange**			
	8:00 - 10:00		Hostage Survival	2.0		
	10:00 - 11:30		Child and Elder Abuse	1.5		

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

TN Department of Correction

BPOT - BASIC PROBATION/PAROLE OFFICER TRAINING
WEEK 6 SCHEDULE FY 21-22

	Time Block		Training Module	Hrs.	Instructor(s)	Location
MON = 8.0	8:00 - 12:00		Interstate Compact Services	4.0		
	12:00 - 1:00		Lunch			
	1:00 - 5:00		Basic e-TOMIS	4.0		
	Time Block		**Training Module**	**Hrs.**	**Required For:**	
TUE = 10.0	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		
	Time Block		**Training Module**	**Hrs.**	**Instructor**	**Location**
WED = 8.0	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		
	Time Block		**Training Module**	**Hrs.**	**Instructor**	**Location**
THUR = 8.0	8:00 - 12:00		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		
	Time Block		**Training Module**	**Hrs.**	**Instructor**	**Location**
FRI = 3.5	7:30 - 9:30		Wrap up/Evaluations/Graduation Preparation	2.0		
	9:30 - 10:00		Graduation	.5		
	10:00 - 10:30		Commissioning	.5		
	10:30 - 11:00		Weapon Loading Procedure	.5		

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

BASIC PROBATION/PAROLE OFFICER TRAINING
WEEK 1 FY21-22

EBP Orientation
This course will provide an overview of what evidence-based practices are and provide examples of how they are being utilized in corrections today.

First Aide
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 Certification
This course is the Adult CPR 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 Certification Card

ACA Orientation
This class will provide officers with a brief overview of the history and importance of the American Correctional Association.

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.

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.

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

Tennessee 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.

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.

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.

Probation Poster Child

This course will allow officers to hear an offender's perspective of how they found themselves in a correctional setting, and what characteristics and interactions from their officer helped them make a change in their life. This class will be one-part APPA webinar, and one-part conversation debrief.

Social Communication Skills

This course focuses on introducing the cadet to the ability to vary speech style, take the perspective of others, understand and appropriately use the rules for verbal and nonverbal communication, and use the structural aspects of language (e.g., vocabulary, syntax, and phonology) to accomplish these goals.

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.

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.

Email Essentials: addressing and Distributing Email

This course covers the techniques for addressing and redistributing e-mails appropriately. Specifically, you will be introduced to the best practices for deciding who to send e-mails to, and how to flag e-mails appropriately. The course also covers proper etiquette for forwarding e-mails and using reply and reply all. Finally, the sensitivities of copying an e-mail over someone's head are addressed.

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 FY21-22

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.

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 FY21-22

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 FY21-22

Risk and Needs Assessment

This course is designed to give a dynamic look at the risks and needs of the offender population. The information generated in this course will be used to determine an offender's risk to reoffend and their criminogenic needs in Prison and supervision level in Community Supervision.

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.

Caseload Organization

This class will show Probation and Parole Officers how to utilize the Standards Due Report, and how to plan out the month to effectively supervise their caseload.

Reentry Simulation

In this class the officers will role play to see the difficulties that offenders face when they are reentering the community.

Time Management

Participants will receive instruction in how to manage time effectively for a more productive work environment. Included is the importance of organization and prioritization of tasks/projects. (Timely Decision Making, Written Communications, Process Management, Planning, Drive for Results)

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.

BASIC PROBATION/PAROLE OFFICER TRAINING
WEEK 5 FY21-22

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.

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.

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.

Improving Technical Writing

For many professionals in the pharmaceutical, technology, finance, and similar industries, technical writing skills are an important part of day-to-day communication. Writing well in these industries isn't just a matter of writing grammatically correct sentences; it also involves producing technical documents that are suited to the requirements, comprehension level, and background of their readers. In this course, you'll learn techniques for better writing that will help you avoid common pitfalls and structure your business writing more effectively. You'll find out how to tailor your written communication to the specific requirements of different types of technical material – so that whether you want to persuade or to instruct, you'll be able to achieve your writing goals.

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 FY21-22

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.

Effective Courtroom Testimony

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.

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 statistic 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.

SPECIALTY CLASS SCHEDULES AND COURSE DESCRIPTIONS

TN Department of Correction

Instructor Development Course Training for Trainers (IDC-T4T) FY21-22

	Time Block		Training Module	Hrs.	Instructor(s)	Location
MONDAY = 8.0	8:00 - 9:00		Orientation	1.0		
	9:00 - 10:00		Introduction-Icebreakers	1.0		
	10:00 - 12:00		Roles and Responsibilities	2.0		
	12:00 - 1:00		**Lunch**			
	1:00 - 2:00		Instructor Etiquette	1.0		
	2:00 - 4:00		Communication, Professionalism, & Command Presence	2.0		
	4:00 - 5:00		Presentation Skills	1.0		
	5:00 - 6:00		**Dinner**			
	Time Block		**Training Module**	**Hrs.**	**Instructor(s)**	**Location**
TUESDAY = 8.0	8:00 - 10:00		Presentation Skills-Exercise (Practicum)	2.0		
	10:00 - 12:00		Role of the Instructor, Legal Aspects of Training	2.0		
	12:00 - 1:00		**Lunch**			
	1:00 - 3:00		Creating a Lesson Plan	2.0		
	3:00 - 5:00		Training Aids	2.0		
	5:00 - 6:00		**Dinner**			
	Time Block		**Training Module**	**Hrs.**	**Instructor(s)**	**Location**
WEDNESDAY = 10.0	8:00 - 10:00		Knowing Your Audience-Adult Learning Theory	2.0		
	10:00 - 12:00		Leading by Positive Example	2.0		
	12:00 - 1:00		**Lunch**			
	1:00 - 3:00		Classroom Management	2.0		
	3:00 - 5:00		Team Synergy	2.0		
	5:00 - 6:00		**Dinner**			
	6:00 - 8:00		Lesson Plan Development	2.0		
	Time Block		**Training Module**	**Hrs.**	**Instructor(s)**	**Location**
THURSDAY = 10.0	8:00 - 12:00		Lesson Plan Development	4.0		
	12:00 - 1:00		**Lunch**			
	1:00 - 5:00		Lesson Plan Development	4.0		
	5:00 - 6:00		**Dinner**			
	6:00 - 8:00		Lesson Plan Development	2.0		
	Time Block		**Training Module**	**Hrs.**	**Instructor(s)**	**Location**
FRIDAY = 4.0	**6:00 - 8:00**		**Linen Exchange**			
	8:00 - 12:00		Final Teach-Back Presentations	4.0		

Total Hours: 40.0

Instructor Development Course Training for Trainers (IDC-T4T) FY21-22

Orientation

Participants are welcome to the training environment and are acclimated to the Academy campus, advised of Academy Rules and Regulations, and are provided with the academic program overview/expectations.

Introduction-Icebreakers

When one is learning to Instruct or facilitate a classroom, you have to learn how to start the learning process. Participants are instructed in how to introduce the classroom material and also how to integrate icebreakers into the learning environment.

Roles and Responsibilities

In this program participants are learning how to instruct and facilitate a classroom. Participants are instructed about their roles and responsibilities as instructors.

Instructor Etiquette

Participants are instructed in instructor etiquette will allow the class participants to see the instructor as a professional and will create a successful learning environment. Whether you are a novice or an experienced instructor, it is always helpful to review instructor etiquette, which is exactly what will take place during this class.

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".

Presentation Skills-Exercise

Participants learn how to prepare for a presentation, the guidelines of delivery, effective presentation, and handling disruptive behavior. Participants will also participate in practicum exercise to demonstrate their ability to present material.

Role of the Instructor, The Legal Aspects of Training

Participants will be given instruction and tools to instruct general topic classes. Participants will be aware of the guidelines mandated by the Department of Corrections and Community Supervision. Following these guidelines and lesson plans participants will ensure that the students they instruct will have proper up to date information that will reduce the chance of legal litigation.

Creating a Lesson Plan

This class includes instruction on the purposes, requirements and steps to creating a lesson plan so that each participant will have the knowledge to help write a lesson plan during the Lesson Plan Development Class Project.

Training Aids

This course is designed to learn the best guidelines for each of the mentioned training aids. As you know, an effective presentation includes materials that support the content. Such materials include power point, handouts, a flipchart, overheads, videos, or chalkboard /whiteboard. Training aids should be helpful to the instructor, not used as a crutch and not to provide text for the instructor to read. With so many different features and options, especially with power point, we have to remind ourselves of the old adage: "Just because you can, doesn't mean you should."

Knowing Your Audience-Adult Learning Theory

Participants are familiarized with the different ways people learn. The way one individual learns can be different than the next. As an Instructor you must be able to adapt to their learning behavior. In this section participants learn about The Adult Learning Theory.

Conflict Resolution

Conflict is a fact of life in both personal and professional arenas. Managing conflict in the workplace is extremely important to create a safe working environment, both mentally and physically, and to sustain productivity. This class will address six different sources of conflict and suggest self-assessment tools that can help managers understand their response to conflict.

Team Building

Participants are provided the foundational framework for the creation and facilitation of teambuilding environments. The participants are given exercises and are encouraged to use the strategies in the course to successfully meet the objectives of the exercises as a team.

Lesson Plan Development

Participants are required to create lesson plans and PowerPoints for the practical experience of the Lesson Plan Development Class Project.

Presentations

Participants will present the final creations of lesson plans and PowerPoints. During this period, instructors will critique and evaluate for the participants' learning.

TN Department of Correction

NEW SUPERVISOR TRAINING
FY21-22

	Time Block		Training Module	Hrs.	Instructor(s)	Location
MONDAY = 10.0	8:00 - 9:00		Orientation	1.0		
	9:00 - 12:00		Respectful Workplace	3.0		
	12:00 - 1:00		**Lunch**			
	1:00 - 4:00		Respectful Workplace/RW for Supervisors	3.0		
	4:00 - 5:00		American Disabilities Act	1.0		
	5:00 - 6:00		**Dinner**			
	6:00 - 8:00		Supervisory Roles and Responsibilities	2.0		
	Time Block		**Training Module**	**Hrs.**	**Instructor(s)**	
TUESDAY = 8.0	8:00 - 12:00		Developing Direct Reports	4.0		
	12:00 - 1:00		**Lunch**			
	1:00 - 5:00		Competency and Behavioral Based Interviewing (C.A.B.B.I.)	4.0		
	5:00 - 6:00		**Dinner**			
	Time Block		**Training Module**	**Hrs.**	**Instructor(s)**	
WEDNESDAY = 10.0	8:00 - 11:30		S.M.A.R.T. Performance Planning	3.5		
	11:30 - 12:30		**Lunch**			
	12:30 - 4:00		Get S.M.A.R.Ter	3.5		
	4:00 - 5:00		Drug Free Workplace	1.0		
	5:00 - 6:00		**Dinner**			
	6:00 - 8:00		Drug Free Workplace for Supervisors	2.0		
	Time Block		**Training Module**	**Hrs.**	**Instructor(s)**	
THURSDAY = 8.0	8:00 - 12:00		Performance Coaching	4.0		
	12:00 - 1:00		**Lunch**			
	1:00 - 5:00		Great Customer Service	4.0		
	5:00 - 6:00		**Dinner**			
	Time Block		**Training Module**	**Hrs.**	**Instructor(s)**	
FRIDAY = 4.0	**6:00 - 8:00**		**Linen Exchange**			
	8:00 - 9:00		Employee Assistance Program for Supervisor	1.0		
	9:00 - 10:00		Making the Transition	1.0		
	10:00 - 11:00		Preparing to Supervise/Plan of Action	1.0		
	11:00 - 12:00		Evaluations/Graduation	1.0		

Total Hours: 40.0

NEW SUPERVISOR TRAINING
FY21-22

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.

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 and 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.

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 workplace.

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".

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.

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.

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.

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.

Great Customer Service

The customer service skill set is mission critical to the success of moving Tennessee forward and transforming the way we do government. This course introduces participants to the GREAT customer service model.

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.

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

VISITATION SUPERVISORS' TRAINING
FY21-22

	Time Block	ID#	Training Module	Hrs.	Instructor	Location
TUESDAY = 4.0	1:00 - 1:15		Orientation	.25		
	1:15 - 5:00		Visitation Officers	3.75		
	Time Block	**ID#**	**Training Module**	**Hrs.**	**Instructor**	**Location**
WEDNESDAY = 4.0	8:00 - 11:45		Visitation Officers	3.75		
	11:45 - 12:00		Evaluations	.25		

VISITATION SUPERVISORS' TRAINING

Orientation

Participants are provided with an overview of the program detailing the academy rules and expectations of the participants throughout the program. Participants are provided with an orientation of the Academy campus and services that are present.

Visitation Officers

Participants are provided training and guidance covering visitation rules, customer service, and techniques to prevent the introduction of contraband.

WORKSHOPS

The following is a list of workshops that are provided for a variety of specialty groups.
Workshops will be added as necessary.

Training Design Team Workshop – This workshop is for Training Specialists 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 evaluations.

Firearms Instructor Workshop – This workshop is for all full-time and adjunct Firearms Instructors TDOC-wide. (Mandatory twice annually for all Firearms Instructors)