

Professional Development



*Missouri Department of Corrections
Training Academy
P.O. Box 236
Jefferson City, MO 65102*

PROFESSIONAL DEVELOPMENT

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***A DOCOTA Training Request form must be completed for these online courses. It can be found online at:**
http://docintranet.ads.state.mo.us/pdf/TrainingAcademy/DOCOTA_eform.pdf

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INSERVICES

Accomplishing Goals Through Collective Efforts

This class develops a sense of team work in the work place. The impact of building a solid team and becoming a productive team member is encouraged through the use of team building exercises. Individuals will have the opportunity to recognize their potential for team involvement along with exploring their weaknesses within the team. (6 Hours)

Anatomy of Contraband

This was written as a guide to aid MDOC employees in techniques and principals in controlling drugs and other contraband. This class will concentrate on identifying what contraband is, how and where to find it and what to do with it when we find it. Participants will compare and contrast the difference between contraband and evidence and determine how both should be processed according MDOC policies. The identification and control of drugs and other contraband is one of the most important parts of the institution's total security program. This class was designed to provide staff with the knowledge to perform that important function. (8 Hours)

Armed Transportation

This training will provide participants with the skills necessary to correctly apply restraints for offender transportation and will address special security concerns. Other areas addressed will be: The correct use of firearms for offender transportation and the use of force aspects, “shoot-don’t shoot situations” and weapon retention; Practice of relative positioning when providing armed and unarmed escorts, advanced defensive tactics, weapon disarming and retention techniques for handguns and long guns, and will provide guidance for using restraints and searching in high risk situations; Proper methods to safely and securely transport offenders on out-counts and the dynamics and diversity of out-counts. (22 Hours)

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Assessment, Relapse and Intervention

This class begins where Probation and Parole Initial Preservice Dynamics of Chemical Dependency and Chemical Dependency In-service classes leave off, focusing on understanding the relapse process, identifying relapse warning signs and intervention strategies. (8 Hours)

Balancing Your Mental Wheel

This is a strictly voluntary program designed to assist staff dealing with challenges, personal or professional, which keep them from achieving life goals. Skills emphasized are: identifying challenges, setting goals and composing affirmation statements to re enforce goals. Fictional characters are developed in order for staff to have fun yet maintain confidentiality. (6 Hours)

Chemical Dependency

This course provides departmental staff with an insight into the chemical dependency and our responsibilities in supervising offenders who are involved with their use. Staff will explore how their personal biases can impact their supervision of a substance abusing offender; look at how addiction can impact the major life areas of the offender; and explore the different characteristics of drugs that offenders may abuse. (8 Hours)

Coaching P&P New Staff

Participants will be trained to effectively deliver On the Job Training (OJT) modules to new P&P staff via Coaching and the 11 step teaching process. (8 Hours)

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Common Ground with Restorative Justice

Restorative Justice is a victim-focused approach to criminal justice. The Department's restorative justice initiatives encourages offenders to reflect on the harm caused by their criminal activity and make restoration to victims, the community and their families. Restorative justice practices are utilized throughout the Department, both at institutions and probation and parole offices. (6 Hours)

Continuing Excellence in Service

This is a customer service based program which allows participants to identify who our customers are and how their job can be made more effective through improved service. It examines customer service situations, the needs and expectations of these customers, and how our personal paradigms affect the quality concepts of the customer. (6 Hours)

Courtroom Preparation and Testimony

Going to court may be something that you do as an everyday aspect of your job or it may be a task that will only occur occasionally during your career. Regardless of the frequency, how you conduct yourself will reflect on your credibility and the credibility of this Agency. This program will explore the courtroom and the behavior that should be exhibited when testifying. Performance objectives which address proper courtroom testimonial demeanor, basic preparation techniques and witness' responses to questioning, providing guidance through this interactive program. (8 Hours)

Crime Scene Preservation and Evidence Collection

This program provides participants with the proper procedure for crime scene preservation while ensuring the safety of staff and the basic rules of evidence collection. Through practical application staff will differentiate between contraband and evidence, and will complete all necessary paperwork to facilitate an investigation. (6 Hours)

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Criminal Thinking

This module provides staff with the opportunity to explore the reasons that the offenders are responsible for becoming incarcerated. In this program staff will examine offender typologies, and criminal thinking errors. Causal factors are also examined and their impact on criminal thinking and behavior. The tools that an offender uses to manipulate will be discussed and participants will explore options in addressing these behaviors. (8 Hours)

Crisis Negotiation Emergency Exercises

This course is designed to allow participants the opportunity to enhance and build upon the negotiating principles, characteristics, team roles, and responsibilities, thru application during an institutional emergency exercise. (8 Hours)

Crisis Negotiation Skills Enhancement

This course is designed to allow participants the opportunity to enhance and build upon the negotiating principles, characteristics, team roles, and responsibilities. (8 Hours)

Crisis Negotiation Training

The goal of the negotiation process is to save lives and to resolve crisis incidents while attempting to avoid unnecessary risk to staff, citizens, victims, and inmates. This training was designed to enhance negotiation skills. Among these is active listening and communication which is used to build rapport and trust with the subject, elicit information, and work the person towards achieving a peaceful resolution of the crisis. Asking questions, knowing how to ask those questions, labeling emotions, paraphrasing the subject words, and providing encouraging comments that reassure the subject that the negotiator is listening are among some of the major skills taught during this training. (40 Hours)

Cross Gender Communication

This class will examine the differences between communication styles for both genders and discuss ways for improving communication between genders. (8 Hours)

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Deception Detection

This course is designed to provide guidelines for an effective interview or interrogation. It includes the interview room, interviewer style and manner, and insight into the person's truthfulness through body language (kinesics) and speech patterns. This course is targeted toward Probation & Parole and institutional staff responsible for interviewing offenders/clients. (8 Hours)

Defensive Tactics Break Away Techniques

Defensive Tactics safety precautions, basic principles, distraction techniques, and break away techniques, taught to non-custody staff who want to be able to get away from an offender, attacks, grabs, etc. (8 Hours)

ECSI First Aid/CPR/AED

Emergency Care and Safety Institute (ECSI). This class replaces the American Red Cross SFA/CPR/AED classes. This is a two-year certification. (8 Hours)

Exploring MDOC Use of Force Issues

Completely redesigned, this program examines the continuing issue of the application of force within the Criminal Justice System. This course allows participants to explore force issues that are specific to our agency and provides them with opportunities to: Determine the appropriate level of force to be used according to the Use of Force Continuum; Analyze the concepts of Offender Abuse and Duty to Report abuse as directed by Missouri State Statute and Department Policy; and Determine how Justification, Imminent Jeopardy and Preclusion apply to use of force situations. (6 Hours)

Facilitating Brainstorms

This program will provide participants with an opportunity to discuss and apply the basic skills needed to facilitate a brainstorm activity. Ground rules, group challenges and facilitation techniques will be explored and participants will have the opportunity to practice a brainstorm activity. (3 Hours)

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Facing Diversity

Facing diversity training can provide opportunities for valuing the unique perspectives, outlooks and characteristics everyone brings to our communities and workplace. While traditional work roles are becoming a thing of the past, the struggle to understand one another in the workplace and community continues. In this class, participants will work in small groups, individually and one-on-one with a fellow student to discuss and address possible biases, preconceived ideas and misconceptions about diversity to build a competent and unified work force and community. (8 Hours)

FATS and Firearms Skill Enhancement

This training includes practical training on the FATS video simulator. Weapon handling skills include weapon retention, close combat shooting techniques and as applicable, transition from gun point to handcuffing. (8 Hours)

FATS—Basic Firearms Development

This firearms training is designed to give the student the basic fundamentals of marksmanship for a Semi-automatic pistol, AR 15 Rifle and Shotgun using the Firearms Training Simulator (FATS). This training will be available to staff who are experiencing trouble in the areas of proper shooting skills, shot placement, and overall firearms proficiency. (8 Hours)

FATS - Basic for AR-15

This firearms training is designed to give the student the basic fundamentals of marksmanship for a AR-15 rifle, using the Firearms Training Simulator (FATS). This training will be available to staff who are experiencing trouble in the areas of proper shooting skills, shot placement, and overall firearms proficiency. (3 Hours)

FATS - Basic for Semi—Automatic Pistol

This firearms training is designed to give the student the basic fundamentals of marksmanship for a MDOC approved semi-automatic pistol, using the Firearms Training Simulator (FATS). This training will be available to staff who are experiencing trouble in the areas of proper shooting skills, shot placement, and overall firearms proficiency. (3 Hours)

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FATS - Basic for Shotgun

This firearms training is designed to give the student the basic fundamentals of marksmanship for a shotgun, using the Firearms Training Simulator (FATS). This training will be available to staff who are experiencing trouble in the areas of proper shooting skills, shot placement, and overall firearms proficiency. (2 Hours)

FATS for CERT Members

This training will prepare the participant for proper use of force through their involvement in mock shooting situations and prepare them mentally for realistic shooting situations under stress utilizing the FATS video simulator. This training will also address safe weapon handling during close combat shooting and as applicable, transition from gunpoint to handcuffing. (2 Hours)

FATS Training for Armed Transportation Officers

This training module will provide staff with skills, focus on the correct use of firearms for offender transportation, and will address use of force aspects such as "shoot and don't shoot situations." Participants should apply for this program after they have attended the Armed Transportation Program. (2 Hours)

FATS Unarmed Force Decisions

This training will prepare the participant for proper force decisions through their involvement in mock force situations and prepare them mentally for making force decisions utilizing the FATS video simulator. This training will also address officer safety, force continuum and, as a benefit, enhancing officer confidence in force decisions to be made by unarmed staff. (2 Hours)

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Gender Responsive Assessment

The MDOC MRP Leadership Team implemented the use of a gender responsive assessment tool for women to more accurately identify the specific risks and needs of women under supervision. The GRA tool, developed by the University of Cincinnati was developed to identify reasons why assessment and classification can be used to reduce recidivism. The tenets of the GRA are: 1) Assessments guide decision-making; 2) Assessments reduce bias; 3) Assessments can improve placement of offenders; 5) Assessments will help in the better utilization of resources; and 6) Can lead to enhanced public safety. This **three-day training** is for those MDOC departmental POs and Case Managers who will conduct assessment interviews and develop case plans.

NOTE: This training is to be offered *only* by staff members who have attended the GRA Training for Trainers. (24 Hours)

Get ready to EXCEL!!! Beginners Excel 2007 Training

This class is an introduction to Microsoft Excel 2007. The intended audience is staff members who have some familiarity with computers, but not necessarily with Excel. Some of the topics covered include entering data, formatting cells and information, using formulas, using Microsoft 2007 ribbons (8 Hours)

ICMT—Case Management

The Department of Corrections Executive Staff and MRP Leadership team have identified a need for staff to approach offender interactions from a case management point-of-view. Information in this lesson will guide the myriad of DOC staff (CST, CCW, PO, IAC, FUM, P&P Unit Supervisors, treatment providers, etc.) in the case management process. Teamed with other modules on evidence based practices, cognitive restructuring, TAP and motivational interviewing it is intended as the initial training program in Missouri's 40-hour case management training plan. (8 Hours)

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ICMT—Cognitive Restructuring

The Missouri Department of Corrections has adopted several programs, initiatives and strategies that have been proven to give offenders the best chance of being successful once they are released from custody. These include CCM, TAP, Evidence Based Practices, and PTC/Cognitive Skills. These four programs work hand in glove to help better prepare our offenders for success once they have been released. Corrections meta-analysis lists cognitive restructuring as the first evidence based practice, which supports change for offenders who exhibit high risk and needs. This training is designed to provide Missouri DOC staff an understanding of why cognitive restructuring is important and how these principles can be used to enhance our over all case management of offenders. (4 Hours)

ICMT—Evidence Based Practices

The Missouri Department of Corrections has adopted the use of evidence-based practices to guide decision-makers as they set worthwhile goals for the offender population. Evidence based practices (EBP) provide the objective, balanced and responsible use of current scientific based research utilizing the best available data to guide consistent policy, program and procedure decisions. The use of EBP is supported by the National Institute of Corrections for use throughout the Department's divisions. (4 Hours)

ICMT—Motivational Interviewing—Practitioner

The practice of motivational interviewing (MI) has gained ground in recent years as an effective best practice for the criminal justice field. It has long been utilized with success in the field of substance abuse. In 2008 the MRP Leadership Team researched the benefits of MI, and prescribed its use in the department's new case management protocol. This course has been designed to meet the needs of Missouri's case management team members in their interactions and interviews with offenders. (16 Hours)

Identification of Drugs and Drug Paraphernalia

This program provides participants with ways to identify illegal substances and identify behaviors of individuals under the influence. Through practical application, students will learn the process to ensure all information concerning illegal substances is appropriately documented. (8 Hours)

PROFESSIONAL DEVELOPMENT

Mental Health First Aid

Mental Health First Aid is the help offered to a person development a mental health problem or experiencing a mental health crisis. The first aid given until appropriate treatment and support are received or until the crisis resolves. The MHFA course is designed to de-mystify the whole topic of mental illness. Just like regular first aid, this course does not teach someone to be a professional therapist, counselor or diagnostician. This course will teach participants how to recognize the symptoms of mental health problems, how to offer and provide initial help, and how to guide the individual to professional help, if appropriate. (8 Hours)

Methamphetamine Lab Awareness and Safety

This module will increase the participant's personal safety by examining the characteristics and inherent dangers associated with clandestine methamphetamine labs. (6 Hours)

Microsoft Word 2007 Training Introduction to Word Level 1

To provide basic skills to employees using Microsoft Word 2007. This training will help the participant with Creating a Folder; Saving a Document; Moving and Editing Text; Indents; Bullets; Numbering; Setting Page Breaks; Creating a Table; Checking Spelling and Grammar. The training will provide hands on practice as well as guidance to make the participant a more proficient and confident user of Microsoft Word 2007. (8 Hours)

Microsoft Word 2007 Training - Intermediate

Do you have the newer version of Microsoft Word and can't find all of your old commands to do your work? Come find out how Microsoft Word 2007 has changed to make your job easier. Microsoft Word 2007 has many features that can make the job of word processing easier and faster for you. This lesson will include exercises on the following: creating and formatting tables, using tabs, using columns, using the Thesaurus, creating a mail merge for mailing labels, creating and modifying headers and footers, working with graphics and text boxes. The training will provide hands-on practice as well as guidance to make the participant a more proficient and confident user of Microsoft Word. (8 Hours)

PROFESSIONAL DEVELOPMENT

Motivational Interviewing—Skill Building

Motivational interviewing techniques have proven themselves beneficial in criminal justice applications. Used with success by substance abuse practitioners to open the lines of effective communications with their clients, motivational therapy techniques have a proven track record of success. This instruction module is intended for members of the case management team who have previously attended the department's two-day Motivational Interviewing-Practitioner training module. It will train the staff member on the benefits of MI, while presenting its basis in evidence-based practices and its link with integrated case management. (8 Hours)

MO DOC Career Planning

Staff within the Missouri Department of Corrections are the most valued resource for effectively meeting the Department's mission. Experienced staff are the backbone of the Department. This class will encourage staff to look toward the future by setting career goals and being prepared to reach those goals within the Missouri Department of Corrections. (8 Hours)

Offender Transportation

This training module will provide staff with techniques that are necessary to safely transport offenders. In this module training will focus on the proper methods to safely and securely transport offenders on out-counts. Planning and preparation will be explored in-depth, as will the dynamics and diversity of out-counts themselves. This one day Offender Transportation class is for staff conducting unarmed transports. Staff that will be conducting Armed Transports are required to attend the four day Armed Transportation Inservice class. (6 Hours)

P&P Clerical Safety Training

FOR P&P CLERICAL ONLY. This program is designed to provide clerical and other support staff with basic safety awareness and prevention information to utilize while working in a Probation and Parole field office. Participants will explore how to implement measures to increase safety in the workplace and address general office-related dangers. Training is to include the one hour P&P Pepper Spray module and the 30 minute P&P Securing a Weapon module. (6 Hours)

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P&P Firearms Practice

The P&P Officer will practice the basic firearms skills learned in Initial Firearms Training. Class includes weapons retention refresher and weapons qualifications refresher. Live range fire is included to enhance proficiency. All participants must bring their approved handgun and holster. Speed loaders and ammunition pouches are recommended but not required. The firearms should be carried during this course in the same way the officer will carry it on the job. This is a class for all officers that carry a weapon. (8 Hours)

Pathway to Change Overview

The intent of this program is to provide staff with an understanding of the Pathway to Change program. While you won't be tasked with leading offender groups, your knowledge of the program will help you create more positive interactions with the offenders. By understanding the goals and approach of the program you will recognize the specific role you can play in its success. (6 Hours)

Peer Action Care Team (PACT) *(Blended Learning Program)*

This program contains 4 modules designed to provide PACT members with the skills and knowledge to perform their PACT duties. The issues of violence and victimization in correctional setting can differ significantly from similar issues in the free society. The attitudes of co-workers and administrators affect the progress of someone working on reconstructing his or her emotional life after a traumatic event. This multi-day program prepares staff to assume the role of a peer responder who will provide immediate support in the form of information, assistance and referrals to community resources in the aftermath of a trauma-related event. This helps reduce the long-term problems that can affect our staff. Participants for this program must go through an interview process conducted by the Workplace Violence Coordinator. (18 Hours)

Power of Communication 2.0

Focusing on the reality that language is power; this one-day program provides participants the opportunity to analyze basic communication skills and personality types. Strategies are modeled to empower staff to communicate positively and openly, and how to set the tone for a winning conversation. While the Academy's original Power of Communication training is the basis for this "2.0" class, new elements have been included to reinforce communication skills and the importance of knowing what you are really trying to communicate. (8 Hours)

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Preventing Workplace Violence *(Virtual Instructor Led Training)*

This program is a Virtual Instructor Led Training offered through Adobe Connect. This program is a two-part series. Session 1 will provide participants with information on recognizing signs of workplace violence and what to do when “red flag” behavior presents itself. Upon completion of session 1, participants will be given approximately two weeks to complete an independent practice (intersession assignment) that focuses on “How does this apply to me?” Session 2 will allow participants to receive information on Workplace Violence and the prevention of our handling the aftermath of violence in the workplace. (6 Hours)

Professional Interaction and Principles of Conduct

This course is designed to provide staff with skills, definitions, and suggestions that will enhance their appropriate professional interaction with other staff and the public. (8 Hours)

Quality Reports

This course covers the importance of written communication and the various types of reports used. Each type of report is important and some are critical to our work and require time and effort. Composition or technical writing courses taught in colleges and high schools do not adequately prepare people for the specialized writing required in corrections. By giving instruction on how to write good reports, the aim of this course is to serve the needs of correctional staff members that receive reports. (6 Hours)

Riots and Disturbances

It is vital that everyone working in correctional facility understand riots and disturbances. This course will cover the stages of a riot, containment, emergency planning, preparedness response, and disturbance control This training is done in an effort to save lives, isolate and contain the riot or disturbance, prevent escape and to seek a resolution with the minimal amount of force. The ultimate impact will be to maintain public safety, safeguard the welfare of the staff and offenders and protect state property. (8 Hours)

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Security Threat Groups

This program will provide participants with an enriched knowledge of threat groups, both on the street and in the correctional facilities. It explores the motivating factors that encourage threat group participation, recruitment efforts and the criminal activities that these groups may be involved. Staff will have the opportunity to examine the threat group identification characteristics and management strategies. (8 Hours)

Sexual and other Harassment Issues

This class will examine laws and policies; analyze and discuss case studies; and determine appropriate actions to keep sexual harassment from occurring in the work place. This class will also consider the impact sexual harassment can have on employees and the employer. (6 Hours)

Staff Liability Issues

This class explores the impact of constitutional laws on correctional staff in the performance of their duties. Staffs' responsibility to the offenders under their supervision, security issues, and staff immunity is examined by providing case studies to be analyzed. While the information covers the same amendments as in the Basic Constitutional Law class, the case studies shed new light on possible consequences to staffs' actions. (8 Hours)

Stress Management

This workshop will provide the employee with information on handling the many stressors people confront each day and how to best minimize the impact stress can have on the body. How to identify burn out. (6 Hours)

Suicide Intervention / Prevention

This class will provide participants with basic information about suicides which occur in prisons. Participants will explore the reasons for prison suicides and apply intervention/prevention strategies in situational activities. (4 Hours)

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Tactical Communication

This course encourages staff to strive to seek a peaceful and positive resolution to confrontation before it escalates into a physical encounter using empathy, professional integrity, and mediation. Guidelines for developing skills in tactical and professional communication are set while putting responsibility for behavior in its proper perspective. (8 Hours)

Tactical Communication for P&P Clerical

This course encourages clerical staff to strive to seek a peaceful and positive resolution to confrontation using empathy, professional integrity, and mediation. This kind of "conflict management" involves using posture and body language, tone of voice, and choice of words as a means for calming a potentially volatile situation before it can manifest into physical violence. Controlling how you respond to conflict, both mentally and emotionally, is key to applying tactical communication skills efficiently and appropriately. (8 Hours)

The Adult Learner

This module allows participants to explore the concept of the Adult Learning Theory. It examines the Traditional training concept and compares it to the Learning Centered Environment. Participants compare the Andragogy learner and the Pedagogy learner, examining how their learning environments differ. (2 Hours)

The Aging Offender

This program brings to light the issues of an aging offender population. The participant will help identify ways in which we can address the needs of a group that has increased in numbers steadily over the last several years. Issues of housing, activity, physical and mental health needs will be explored. (6 Hours)

Time Management

This module provides information on the three basic components of effective time management and suggested techniques, tips and tools for planning optimal use of work time. Participants will have the opportunity to identify concepts, situations, and events etc. that are considered to be productivity time bandits. In addition participants will determine good basic listening skills that will reduce unnecessary repetition concerning project and instructions as well as daily conversations and interactions with co-workers and supervisors. (6 Hours)

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Volunteers in Corrections (VIC)

This is a mandatory class for volunteers and interns working for the Missouri Department of Corrections. This class gives an overview of the department, professionalism guidelines, how to avoid being set-up by the offenders, dynamics of staff/offender relations, and information on infectious diseases. (6 Hours)

Working in a Multi-Generational Workforce

This program is for non-supervisory staff. Supervisory staff is encouraged to attend the Management class – Managing a Multi-Generational Workforce. This program will provide participants with an opportunity to examine the motivational factors of the different generations in today's workforce. Participants will explore the work habits of each generation and learn how to work together to ensure a productive work environment for everyone. (6 Hours)

Working with Offenders

The traditional role of staff supervising offenders is changing and today's staff must go beyond this long-established role to actively engage the offender. This program will explore the philosophical shift from a traditional paramilitary organization to one which will assist the offender in their preparing for a successful reintegration into the community. (8 Hours)

PROFESSIONAL DEVELOPMENT

PROBATION & PAROLE FIREARMS TRAINING

Annual FATS Training

This training will allow officers to practice their use of force skills. Real life scenarios will allow participants to choose the proper level of force response. This course is not limited to officers who carry firearms but it is mandatory for those who do carry a weapon. Pepper spray and firearms scenarios are presented. (2 Hours)

Annual Firearms Certification

The P&P Officer will re-qualify with their duty weapon during this course. This is the weapons qualification procedures proficiency -- 6 hrs. All participants must bring their approved handgun and holster. Speed loaders and ammunition pouches are recommended but not required. The firearm should be carried during this course in the same way the officer will carry it on the job. Participants must bring their previously issued duty ammunition. New duty ammunition will be issued. This class is mandatory for all officers that carry a weapon. This class has been modified to reflect NRA and Glock information. (8 Hours)

Glock Transition Training

This program is mandatory for all P&P Officers currently certified with revolvers who wish to transition to the Glock .40 caliber hand gun. There are five modules in this program: Firearms Safety – 2 hrs; Glock Holster and Support Equipment – 2 hrs; Glock Care and Maintenance – 4 hrs; Glock Target Analysis – 2 hrs. All students must bring their approved handgun and equipment. The firearm will be carried during this course in the same way the officer will carry it on the job. Staff members who participate in this training must have had Initial Firearms Training. (16 Hours)

PROFESSIONAL DEVELOPMENT

Initial Firearms Training

This course is a mandatory prerequisite for all P&P officers who wish to carry firearms. Satisfactory completion of this course is required before the issuance of a Firearms Authorization Card. Topics include firearms safety -- 2 hrs; revolver nomenclature and inspection -- 2 hrs; revolver care and maintenance -- 2 hrs; shooting fundamentals -- 4 hrs; holster and support equipment -- 2 hrs; target analyzation -- 2 hrs; weapons retention -- 4 hrs; firearms proficiency practice -- 4 hrs; and weapons qualification procedures -- 4hrs. All students must bring their approved handgun and holster. Speed loaders and ammunition pouches are recommended but not required. The firearm should be carried during this course in the same way the officer will carry it on the job. Training has been updated to include Glock information and NRA qualification requirements. (30 Hours)

P&P Shoulder Holster Familiarization Program

Prior approval is needed to use a shoulder holster before attending this class. This class covers information needed for those using a shoulder holster. There are three modules in this program: Weapons Retention for the Shoulder Holster; Shoulder Holsters and Support Equipment; Shooting Fundamentals Using the Shoulder Holster. (2 Hours)

P&P Shoulder Holster Qualification Program

Prior approval is needed to use a shoulder holster before attending this class. This class covers information needed for those using a shoulder holster. This program will allow shooters to become familiar with and qualify with a shoulder holster and support equipment. (2 Hours)

Revolver Transition

This program is mandatory for all P&P Officers currently certified with Glock who wish to transition to the Revolver. There are five modules in this program: Firearms Safety – 2 hrs; Revolver Holster and Support Equipment – 2 hrs; Revolver Inspection and Maintenance – 3 hrs; Shooting Fundamentals – 2 hrs and Weapons Qualification Proficiency. All students must bring their approved handgun and equipment. The firearm will be carried during this course in the same way the officer will carry it on the job. Staff members who participate in this training must have had Initial Firearms Training. (16 Hours)

PROFESSIONAL DEVELOPMENT

Weapons Retention

The techniques used in this module have been instructed to staff during Physical Safety Training. These techniques will be used specifically to ensure you have control of your weapon at all times. (3 Hours)

PROFESSIONAL DEVELOPMENT

TRAINING FOR TRAINERS

Adult Internal Classification System Training for Trainers (AICS)

This class is designed to provide instructors with the skills and information needed to train caseworkers and custody staff in the use of the Adult Internal Classification System (AICS). (12 Hours)

Chemical Agents, Specialty Impact Munitions & Diversionary Devices (*Blended Learning*)

This class is designed to provide instructors with the knowledge and skills necessary to train staff to deploy and utilize chemical, OC agents and Specialty Impact Munitions (SIMS) and Diversionary Devices in a variety of configurations other than hand held aerosol canisters in a use of force situation. This training will be available to staff approved to attend. The Chemical Agents, Specialty Munitions and Diversionary Devices DOCOTA Modules and Chemical Agents, Specialty Munitions and Diversionary Devices divisional trainings must be successfully completed. (16 Hours)

Creating Self-Paced Training Modules (*Virtual Instructor Led Training*)

This virtual instructor led training (VILT) is designed to provide the necessary skills to enable a trainer to construct a self-paced training module to be delivered through the DOC Online Training Academy (DOCOTA). This course is presented through 2-two hour VILT sessions, and the completion of a mandatory intersession assignment. (8 Hours)

Criminal Behavior Research Summary (CBRS)

During this course of instruction, students will analyze criminal history reports and learn to transfer the information from the Criminal Behavior Research Summary, using associated OPII transactions. Students will analyze NCIC, MULES, REJIS, ALERT, and Case.net criminal history record printouts and complete an offender summary, using the Criminal Behavior Research Summary guidelines. (12 Hours)

PROFESSIONAL DEVELOPMENT

Disciplinary Hearings Training for Trainers (CDV)

This class is designed to provide instructors with the skills and information needed to train classification staff on the changes to conduct rules and sanctions policies. (3 Hours)

Defensive Tactics Training for Trainers

This instructor certification program provides candidates with information necessary to present the agencies basic defensive tactics course. Requirements for this instructor course are: Demonstrate proficiency with all defensive tactics in the Basic Defensive Tactics program; and Make a five minute presentation meeting the standards set by the Training Academy. Participants will have several opportunities to practice and present as they assume the role of the instructor throughout the program. Successful completion of this program is required of all new instructors. Recertification is required every two years. *Prerequisites: Defensive Tactics (Hard Skills Class)* (40 Hours)

ECSI First Aid/CPR/AED for Trainers

This program will provide participants the opportunity to practice the basic skills and concepts needed to instruct staff in First Aid, CPR, and AED. Successful completion of this program is required of all new instructors. (16 Hours)

ECSI Pet First Aid & Disaster Response for Trainers

The content of the training materials used in this Emergency Care & Safety Institute, ECSI, program is provided by ECSI partner, Pets America, a highly respected organization focused on preventing and caring for pet injuries and illnesses and preparing for disaster response for pets. Documents attesting to the ECSI's recognition of satisfactory course completion will be issued to those who successfully meet the course objectives and criteria for passing the course. Written acknowledgment of a participant's successful course completion is provided in the form of a Course Completion Card, issued by the ECSI. (16 Hours)

PROFESSIONAL DEVELOPMENT

Facilitation Skills for Trainers

This module will focus on providing facilitation techniques to assist a trainer present in a learner centered environment. The crucial area of trainer to participant dialog will be explored and how the facilitator can enhance interaction to increase the transfer of learning. This program is designed for staff who have a strong foundation in training concepts and are well versed in the subject of group dynamics. It is recommended that those applying have attended “*Instructional Theory into Practice Training for Trainers*”, the NIC program “*Foundation skills for Trainers*”, or other comparable training program. (8 Hours)

Field Training Officers Training for Trainers

Participants will be trained to effectively develop and deliver OJT modules. They will also be capable of delivering this training to adjunct FTOs at their institution. (24 Hours)

Firearms Training for Trainers

Through a combination of classroom presentation and demonstration instructor candidates will be provided training necessary to present the MDOC – DAI Basic and Annual Firearms program. This program will require instructor candidates to make multiple classroom presentations, provide trainer demonstrations relating to the agency firearms, and complete a written and proficiency test with a minimum score of 80%. At the conclusion of the course, instructor candidates are expected to always employ the four universal safety rules, model use of force options in accordance with policy, and transfers knowledge of the fundamentals of marksmanship to staff so that they can meet the MDOC firearms qualification requirements. (36 Hours)

Foundation Skills for Trainers

This 40 hour program features 10 modules specifically focused on delivery skills for the new trainer or to refresh the skills of experienced trainers. This program is one of two foundational courses for staff who writes and delivers training programs on a repeated basis. (40 Hours)

PROFESSIONAL DEVELOPMENT

Motivational Interviewing Training for Trainers

The practice of motivational interviewing (MI) has gained ground in recent years as an effective best practice for the criminal justice field. It has long been utilized with success in the field of substance abuse. In 2008 the MRP Leadership Team researched the benefits of MI, and prescribed its use in the department's new case management protocol. This course has been designed to provide those training case management trainers with the skills and information needed to train Motivational Interviewing. (24 Hours)

Pathway to Change Master Facilitator Training

The Missouri Department of Corrections has a perpetual license to utilize the Pathway to Change Program of Clime International as the department's Cognitive Skill building program for the offender population. Pathway to Change classes are offered by the Division of Adult Institutions and the Division of Offender Rehabilitative Services inside Missouri Correctional Centers and by the Division of Probation and Parole at district offices and community sites state-wide. This facilitator program is designed for staff who will be facilitating classes for the offender population. It is expected that staff will attend a follow-up training between 6 and 12 months from the date of attendance at this training. (24 Hours)

Pepper Spray Use Training for Trainers

This training module will provide participants with the knowledge and skills necessary to train staff to deploy pepper spray in a use of force situation. Also addresses in this module are the issue of decontamination and first aid protocol. (4 Hours)

Phoenix 6.0 Training for Trainers

This program will provide participants with the content necessary to be a certified Missouri Department of Corrections Breath Alcohol Technician for Staff Member Testing and as a trainer of the Phoenix 6.0. Specifically addressed in this curriculum is the application of the screening and confirmation test using the Phoenix 6.0 Portable Breath Tester in accordance with Lifeloc factory requirements. Participants will also analyze testing problems, recommend intervention strategies and complete the Alcohol Testing Form. (8 Hours)

PROFESSIONAL DEVELOPMENT

PR-24 Instructor Course

This program provides instructor candidates with the skills necessary to present the 24 hour PR-24 Baton Certification Course. Participants involved in this training program must meet the following completion requirements:

- Demonstrate a high degree of proficiency in basic and advanced techniques utilized with the Monadnock PR-24 side handle baton.
- Successfully complete a written test.
- Successfully complete a training presentation which relates to the material from the PR-24 Baton Certification Course.

This program is open to all Correctional staff but candidates must have successfully completed and be current in the PR-24 Baton Certification Course. (24 Hours)

Response Team Training for Trainers

This instructor program provides candidates with information necessary to present the agency's response team training class. This module will focus on techniques and principals utilized by the response team in non-spontaneous situations where an offender must be forcibly brought under control and or moved from one location to another location. This program includes team movement, team roles, cell extraction and disengagement techniques. During the techniques the participants will have several opportunities to practice. The participants will also be given a specific topic to present when they assume the role of instructor during the class. (16 Hours)

Shotgun Training for Trainers

This course will provide staff with the skills necessary to safely handle the MDOC approved shotgun and demonstrate the basic skills and concepts needed to instruct staff on the use of this firearm. (12 Hours)

Trainer Skills Development

This course is designed for anyone who conducts any type of training program. It is full of ideas to enhance any training presentation and will give the trainer more direction and confidence. (8 Hours)

PROFESSIONAL DEVELOPMENT

Training Design and Development

Included in this training will be content and application opportunities on expectations, adult learning, performance objectives, learning styles, lesson plan design, instructional strategies and designing training aids. This curriculum is designed to provide trainers with basic knowledge of how to design a training program specific to the needs of adult learners. (40 Hours)

Writing Curriculum for VILT's Training for Trainers

This class will provide participants with skills needed to design a VILT lesson plan that will meet the Academy's standards. This is a blended training that will allow participants to utilize the techniques they learn during in-seat training to build a VILT lesson plan and share with other participants over an Adobe Connect at a later date. This program will showcase the layout of VILT lesson plans and how to insert activities such as guided practices, polls and breakout rooms to insure uniformity and understanding for all that are impacted by VILT lesson plans. (8 Hours)

PROFESSIONAL DEVELOPMENT

DOCOTA

***A DOCOTA Training Request form must be completed for these online courses. It can be found online at:**

http://docintranet.ads.state.mo.us/pdf/TrainingAcademy/DOCOTA_eform.pdf

***Automated Road Book (ARB)**

This course is designed to provide staff members with the basic skills required to navigate the system and familiarize them with advanced features and functions. (2 Hours)

Access Path: DOCOTA – DOCOTA Online Training – All Staff members – Automated Road Book (ARB)

***Bloodborne Pathogens and Infectious Disease**

This course is designed to review the different types of bloodborne pathogens and infectious diseases that an employee in a correctional setting may be exposed to during their work duties. This module will also cover the appropriate ways for staff members to protect themselves from exposure to these pathogens/diseases. (2 Hours)

Access Path: DOCOTA – DOCOTA Online Training – All Staff members - Bloodborne Pathogens and Infectious Disease Training

***CERT Standardized Hand Signals for Close Range Engagement**

This refresher program is designed to provide each trainee with a clear understanding of the importance of silent communication and the methods used. (1 hour)

Access Path: DOCOTA – DOCOTA Online Training – CERT (Corrections Emergency Response Team) Training

Discrimination, Harassment and Retaliation

The purpose of this course is to define discrimination, harassment and retaliation. The DOC policy, D2-11.4, Discrimination, Harassment and Retaliation (effective 4.18.2010) will be the resource guide. The goal of the policy and this training is to provide a safe working environment that fosters mutual respect for all staff. (2 Hours)

Access Path: DOCOTA – DOCOTA Online Training – All Staff members – Discrimination, Harassment and Retaliation

PROFESSIONAL DEVELOPMENT

***Family Medical Leave Act (FMLA) – all staff members**

This online course module is intended to provide all MDOC staff members with a basic knowledge of the Family Medical Leave Act (FMLA) and how it pertains to qualifying staff members. The module includes components related to introductory information, military entitlements, employee eligibility, and employee and supervisor responsibilities. (2 Hours)

Access Path: DOCOTA – DOCOTA Online Training – All Staff members – Family Medical Leave Act (FMLA) for all staff members

***Fetal Alcohol Spectrum Disorder (FASD)**

This online course module is intended to provide participants with information on Fetal Alcohol Spectrum Disorders, what signs to look for and what to remember when interacting with an individual that has FASD. (1 Hours)

Access Path: DOCOTA – DOCOTA Online Training – All Staff members – Fetal Alcohol Spectrum Disorder

***Food Safety**

This course contains information on safely handling and preparing food within an institutional setting. (1 hour)

Access Path: DOCOTA – DOCOTA Online Training – All Staff members – Food Safety

***Globally Harmonized Systems (GHS)**

This course contains information on safety and labeling of hazardous materials. (1 hour)

Access Path: DOCOTA – DOCOTA Online Training – All Staff members – Globally Harmonized Systems (GHS)

PROFESSIONAL DEVELOPMENT

*PPA Online Modules

This training covers five online courses: PPA Policy, PPA Survival, PPA EBP, PPA Mental Health, and PPA Working with the Female Client. Staff members working for the Division of Probation & Parole can request to take this online training. **PPAs can take each component of the training module separately as directed by a supervisor for 1 Hour of training credit, per component.** (5 Hours)

Access Path: DOCOTA – DOCOTA Online Training – All Staff members – PPA Online Modules

Prison Rape Elimination Act (PREA) for all staff members

This online course module is intended to provide all current MDOC staff to become aware of the Final PREA Standards. The MDOC has a zero tolerance policy on offender sexual abuse and sexual harassment. PREA mandates that **ALL** staff be trained on this topic within one year of the final standards being published. (2 hours) **This training is only for staff members who have not already completed during 2012-2013.**

Access Path: DOCOTA – DOCOTA Online Training – All Staff members – PREA (all staff members)

PREA – Refresher Training

This training has been developed for all staff as refresher training on the Final PREA Standards. PREA mandates that ALL staff be trained on this topic every other year. (2 hours)

Access Path: DOCOTA – DOCOTA Online Training – All Staff members – PREA – Refresher Training

Purchase Card (P-Card) Training

This training has been developed for all staff members who have been issued or are applying for an MDOC Purchasing Card (P-Card). **Staff members must be approved to receive a P-Card prior to taking this training. A request for the training will be made through the site coordinator at their work location. Staff members who currently have a P-Card will be required to take this course prior to renewing their P-Card.** (2 Hours)

Access Path: DOCOTA – DOCOTA Online Training – All Staff members – Purchase Card (P-Card) Training

PROFESSIONAL DEVELOPMENT

***Staying Positive in the Workplace!**

This training is all about staying positive! We spend a lot of time at work, so that's the main focus of this course, but it's not all about work, so we'll also spend some time dealing with staying positive away from work too! (1 hour)

Access Path: DOCOTA – DOCOTA Online Training – All Staff members – Staying Positive in the Workplace!

PROFESSIONAL DEVELOPMENT

MOCIS

All MOCIS Trainings are launched department wide and should be taken based on job assignment. If you believe you need to take a course based on your job assignment, please contact your supervisor. The enrollment key(s) are available through your Institutional Training Officer and/or Regional Training Coordinator.

MOCIS Basic Navigation

This program is designed to train users on the basic navigation tools in MOCIS. No enrollment key on this training module, open for all staff members. (1 Hour)

Access Path: DOCOTA – MOCIS – MOCIS-Basic Navigation

MOCIS Intervention Fees

This program is designed to provide P&P staff members the information and skills needed to implement the new intervention fees collection process. This will include the various payment options (website, IVR, Kiosks), Account Management within MOCIS; and a review of changes to the Intervention Fee Procedure, P3-4.15. (2 Hours)

Access Path: DOCOTA – MOCIS – Intervention Fees

MOCIS OMP TAP (Transition Accountability Plan)

This program is designed to provide each trainee with a review of the TAP policy; plan printing; plan goals; working with plan notes; how to create a new TAP with a goal in the Education domain; how to utilize the plan narratives in TAP development; how to view, edit, add or delete plan goal activity information; how to search for offenders in MOCIS; how to access offender reviews; how to view, edit, add or delete plan phase information; how to print the TAP from the Plan Phases Listing screen; how to access, view, edit, add, delete and print plan reviews; how to perform a search in Scheduled Reviews; how to view or edit a record; and, how to print all search results from the Scheduled Plan Review Search screen. (4 Hours)

Access Path: DOCOTA – MOCIS – MOCIS-OMP TAP

PROFESSIONAL DEVELOPMENT

MOCIS Programs Modules A & B

This program is designed to provide staff that access the MOCIS Programs as part of their regular job duties (2 Hours)

Access Path: DOCOTA – MOCIS – MOCIS_Programs_Module_A and/or DOCOTA – MOCIS – MOCIS_Programs_Module_B

MOCIS Processing a Visitor

This program is designed to provide staff that process visitors at their worksite a software simulation of that process in the MOCIS system. (2 Hours)

Access Path: DOCOTA – MOCIS – MOCIS-Processing a Visitor

MOCIS Processing a Visitor Application

This program is designed to provide staff that process visitor applications at their worksite a software simulation of that process in the MOCIS system. (2 Hours)

Access Path: DOCOTA – MOCIS – MOCIS-Processing a Visitor Application

MOCIS Healthcare – Medical

This program is designed to provide staff training on how to create the HSR, create an appointment, fill out charting guides, request lab/x-ray orders, fill medication orders, lay-in, specialty referrals, allergies, uploading outside information and requesting information at their worksite using a software simulation of that process inside MOCIS. (2 Hours)

Access Path: DOCOTA – MOCIS – MOCIS-Medical

MOCIS Healthcare – Mental Health

This DOCOTA module gives participants an opportunity to practice the skills they will need to enter mental health information into the Healthcare portion of MOCIS. This program provides information and a software simulation of the tasks needed. (2 Hours)

Access Path: DOCOTA – MOCIS – MOCIS-Mental Health

PROFESSIONAL DEVELOPMENT

MOCIS Healthcare – Providers Only

This DOCOTA module gives providers an opportunity to practice skills they will need to enter information into the Healthcare portion of MOCIS. This program provides information and a software simulation of the tasks needed. (2 Hours)

Access Path: DOCOTA – MOCIS – MOCIS-Providers Only

MOCIS Healthcare – Substance Abuse

This program is designed to provide substance abuse staff training on how to do treatment plan development, progress notes and discharge summaries, short-term treatment plan reviews and long-term treatment plan reviews at their worksite using a software simulation of that process inside MOCIS. (2 Hours)

Access Path: DOCOTA – MOCIS – MOCIS-Substance Abuse