

NC Department of Public Safety
Office of Staff Development and Training



2015 Annual Report

"Developing Tomorrow's Leaders
Today"

Charles D. Walston, Director

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NC Department of Public Safety

Office of Staff Development & Training

2015 Annual Report

Introduction

Since its inception, the Office of Staff Development and Training (OSDT), served as one of the cornerstones of the North Carolina Department of Correction. On January 1, 2012, the Department of Correction consolidated with the departments of Crime Control & Public Safety and Juvenile Justice to become the Department of Public Safety. With this merger came the responsibility of delivering and offering training services to an additional 5000 employees. Our mission changed with the added responsibility of providing Juvenile Justice Basic Training (Juvenile Court Counselor & Juvenile Justice Officer) and Restraints, Controls and Defensive Techniques Instructor Training. Each of these three programs operates under Administrative Code through the Criminal Justice Education and Training Standards Commission. With the assumption of these additional responsibilities, OSDT continued to focus on customer service and the delivery of professional training programs to our workforce.

In order to properly introduce ourselves within the new department, we communicated the availability of our training programs to new stakeholders via email, OSDT website, meetings and one on one contact. The collaboration with stakeholders and the promotion of our programs continues today. All employees, from entry level to seasoned veterans, have had the opportunity available for increased effectiveness through training offered from OSDT.

The Department of Public Safety recognizes Staff Development and Training as an integral function within the Agency. OSDT encourages excellence in all staff by providing professional services to the employees of Adult Correction and Juvenile Justice. The Department works to achieve this purpose by seeking to optimize individual self-development and life-enrichment through equal opportunities for staff development and training regardless of job position.

The goal of OSDT is to provide training to serve the needs of the overall Agency and each of its employees. The need for staff development and training within DPS is a vital necessity for a staff that totals more than 25,000 employees. With mandated training and standards required by the North Carolina Criminal Justice Education and Training Standards Commission, a comprehensive training program is required to meet the Agency's needs. Our mission is to provide training and education for the North Carolina Division of Adult Correction and Juvenile Justice workforce, using direct and indirect learning experiences, ensuring training needs for both entry level and career employees are fulfilled (Refer to Appendix A).

During 2015, OSDT provided training for approximately 3,000 employees statewide

in a traditional classroom setting. The continued offering of classes through the Learning Management System (LMS) has allowed over 30,000 employees to enroll in approximately 3,811,720 training contact hours. (Refer to Appendix B)

Organization

The Office of Staff Development and Training provides training services for the North Carolina Department of Public Safety, using traditional, blended and virtual learning experiences, ensuring training needs for both entry level and career employees are fulfilled. OSDT offers training services statewide in 4 regional offices and Samarcand Training Facility.

OSDT plays a vital role in providing certified training to all new employees within Adult Correction and Juvenile Justice. These employees are charged with 24 hour operations of the 56 Prisons in North Carolina and the supervision of over 110,000 offenders who are currently on Probation and Parole.

Since consolidation, OSDT now plays an important role in providing basic training to employees within Juvenile Justice. These employees provide 24 hour supervision of juveniles housed within Youth Detention & Development Centers as well as offenders that have been adjudicated.

The Office of Staff Development and Training (OSDT) provides full-time employment for 81 career employees who currently work in one of five (5) regional locations: (Refer to Appendix C)

- **Central Regional Training Center/Apex, NC**
- **Eastern Regional Training Center/Greenville, NC**
- **Western Foothills Regional Training Center/Valdese, NC**
- **Samarcand Training Academy/Jackson Springs, NC**
- **Southern Coastal Regional Training Center/Raeford, NC**

These regional offices are primarily used to train students who live within a reasonable commuting status (60 miles) of the regional office. Additionally, these facilities are utilized on a regular basis for meetings and training events, which are conducted by various Divisions within the Department of Public Safety, as well as other state agencies.

Due to the large volume of trainees who live outside of the established commuting distance, OSDT conducts training at overnight academies such as the North Carolina Justice Academy (Eastern & Western Campus). On occasion due to backlog numbers for probation officers, OSDT houses students in overnight status in local motels. This action is only done when OSDT has exhausted avenues with the North Carolina Justice Academy.

OSDT focuses on three primary training missions: Basic Training, In-Service Training, and Career Development Training. In order to adequately explain our comprehensive operation, this report will focus on Basic Training, Career

Development Training, and Curriculum support.

Basic Training

Pursuant to 12 NCAC 09G .0101, and 12 NCAC 09B .0235 and .0236, under the regulatory guidance of the Criminal Justice Education and Training Standards Commission, OSDT schedules and delivers certified basic training programs in each regional office including:

- Basic Correctional Officer (BCO) Training for Prisons employees, 160 hours (4 wks), is required for job classifications identified as those involved in maintaining custody of inmates. (For specific course content, refer to Appendix D)
- Basic Probation Officer (PPO) Training for Community Corrections employees, 216 hours (5 wks), is required for personnel whose duties include supervising, evaluating, or otherwise managing offenders. (For specific course content, refer to Appendix E)
- Basic Juvenile Justice Officer (JJO) Training for the Division of Juvenile Justice employees, 160 hours (4 wks), is required for job classifications identified as those involved in maintaining supervision of juveniles. (For specific course content, refer to Appendix F)
- Basic Juvenile Court Counselors (JCC) Training for the Division of Juvenile Justice employees, 162 hours (3.6 wks), is required for job classifications identified as those involved in court counseling of juveniles. (For specific course content, refer to Appendix G)
- Combined Classes for Juvenile Justice (For specific course content, refer to Appendix H)
- While the number of Basic Training classes will fluctuate from one year to the next, the total number of Basic Training classes delivered by OSDT is based on the number of employees listed on the backlog report.

BCO Backlog Report

Region	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec
Triangle	150	135	123	103	138	132	209	190	301	330
Coastal	40	59	71	70	107	120	159	160	172	156
Central	68	69	94	101	131	147	184	166	210	180
Mountain	89	113	126	122	173	174	211	211	203	211
Total	347	376	414	396	549	573	763	727	886	877

During the 2015 Calendar Year, OSDT scheduled and conducted:

- 62 Basic Correctional Officer classes
- 14 Basic Probation Officer classes
- 6 Basic Juvenile Justice Officer classes
- 3 Basic Juvenile Court Counselors classes

(For current Basic Training Schedules, refer to Appendix I)

Career Development

Career Development serves the Department of Public Safety in multiple areas by researching, developing, and delivering Corrections Specialized Instructor Training, pursuant to 12 NCAC .09G .0308 (General Instructor Certification), 12 NCAC 09G .0415 (Correctional Firearms Instructor, Appendix J), 12 NCAC 09G .0416 (Controls, Restraints, and Defensive Techniques Instructor, Appendix K), and 12 NCAC 09B .0241 (Juvenile Justice Restraints, Controls, and Defensive Techniques Instructor, Appendix L).

Additional Instructor Level Training which is provided by this section includes: Cell Extraction, Expandable Baton, Unlawful Workplace Harassment, Staff and Offender Relations/Undue Familiarity, Gift Ban, and DAC Fitness Instructor. In addition to the coordination and delivery of these Instructor Training Programs, Career Development creates and maintains approximately ninety-five (95) lesson plans associated specifically with these programs.

Due to the large number of employees within the agency (25,000 plus), the diverse range of job classifications within the agency (over 500), and the specific mission that each Division is tasked with carrying out, the Career Development section provides a wide range of training services which include traditional style learning (classroom) and computer based training, which is accomplished through the Cornerstone On Demand Learning Management System.

Examples of traditional courses include: Criminal Justice Education and Training Standards Commission Certified Instructor Level Schools, such as General Instructor Training (Refer to Appendix M), Correctional Firearms Instructor, Controls, Restraints, and Defensive Techniques (CRDT) Instructor, Equal Employment Opportunity Institute (EEOI), Conflict Resolution Through Team Building, New Staff Integration, Multi-Generational Workforce, Electronic Stun Shield, etc.

Examples of eLearning courses include: Occupational Exposure, Ethics, Fire Safety, Gift Ban, PREA, Stress Management, etc.

In an effort to prepare staff for supervisory, management and leadership roles, OSDT has developed three levels of supervisory/leadership training courses (Refer to Appendix A). First-line supervisors are afforded the opportunity to attend the Correctional Supervisory Training Program. Mid-level managers are selected to participate in a program of instruction called Enhancing Skills for Peak Performance,

and Executive level managers receive the Correctional Leadership Development Program. The Career Development section maintains and administers all of these programs.

Career Development provides technical guidance, consultation, and support to the Training Coordinators and Training Specialists throughout the state, for the delivery of the in-service training programs. All employees, whose duties include training coordination, are required to attend a one-day orientation session at OSDT in Apex. This training includes a review of the Field Training Coordinators Manual, roles and responsibilities. Additionally they are introduced to the Cornerstone On Demand Learning Management System which is a comprehensive program that maintains all DACJJ Employee Training Records, Instructor Training Records and Course Directories.

The Career Development Section also responds to additional training needs as requested by agency management by developing and delivering training based on their needs. Some examples of these special projects are an Instructor Training Updates, and other projects, which are described in more detail under the Special Projects section of this document and in Appendix A.

OSDT also has the responsibility for ensuring that the Department of Public Safety has a system which is maintained and managed for the appropriate delivery of training at an acceptable standard for each of the curriculums administered by the agency. The Career Development section meets this responsibility through Quality Assurance by:

- Monitoring the design, development and delivery of training through frequent on-site observation and study of supporting documentation and prior evaluations.
- Assessing the quality of training against established standards.
- Recording and reporting the results of all observations.
- Ensuring consistency of training delivery and compliance with NC DPS policy and North Carolina Criminal Justice standards.
- Offering advisory consultation to trainers regarding standards compliance and expectations.

In-Service Training

Department policies mandate in-service training in order to develop, maintain and enhance the knowledge, skill, ability and performance of personnel. Four OSDT In-service training teams, each composed of a Training Coordinator and three Instructors operating out of OSDT's Regional Training Centers are charged with the primary responsibility for coordinating, delivering and facilitating this training for Adult Correction. Training and services provided include the coordination, instruction and delivery of 40 plus hours of in-service training to more than 2000 Probation and Parole Officers annually. These teams provide a broad spectrum of

training and services to meet the needs and goals of the agency including orientation, annual, remedial, and human resource training in multiple venues throughout the state.

In-service training supports and functions as a liaison among Community Corrections, Prisons, agency Administrative Sections and Community College Training Consortia through the coordination and delivery of training and services including instructor updates and development, specialty training for certified staff including cross-disciplinary training such as Mental Health train the trainer initiatives and fire services training. In-service training mentors and supports instructors, training coordinators and field specialists through training, on-the-job assistance and experiential activities.

The In-Service Coordinators and Instructors are tasked with the responsibility to review, revise, research and develop in-service lesson plans not less than annually. These responsibilities require a skilled practitioner's level of knowledge of policy, procedures, best practices and emerging trends in the various disciplines ranging from lecture based training to on-line training and soft skills to psychomotor practicums. These practicums require instructor fitness and expertise to develop and deliver to the target audience.

Quality Assurance is an integral component of the services provided to stakeholders including mentoring and monitoring of instructors and Consortium based training to ensure compliance with policy and procedures. Quality Assurance helps ensure a valid training experience that fosters participant job performance, safety and wellness.

Cornerstone OnDemand Learning Management System (LMS)

Cornerstone OnDemand is the provider of cloud-based talent management software program, which was adopted by North Carolina State Government in 2012. Since that point all state agencies implemented the Cornerstone OnDemand LMS as their primary tool for documenting and scheduling employee training. The North Carolina Department of Public Safety elected to leave all older existing training data within the OPUS system to maintain training record integrity. However starting on November 01, 2013, DPS started using the Cornerstone OnDemand LMS as the primary tool for documenting and scheduling employee training.

During the calendar year of 2015 there was a total of 3,811,720 contact hours of training. This takes into the account the number of hours actually taught per training session. During this time period there were 322,660 staff received training. Of those 322,660 trainees, 18,751 took one of the 10 online courses available on the Cornerstone OnDemand LMS Portal.

Once a training program is developed, it can be delivered to an unlimited number of participants without the need for an instructor to facilitate. Instructors can then focus their energies on specialized courses that require face-to-face delivery. During 2015, DPS employees have participated in over 85,983 eLearning hours.

Cost: The only associated cost the Learning Management System (LMS) incurred by ACJJ is \$8.00 per Community College Instructor per year. There were 237 in 2015 at a total cost of \$1,896.00. These instructors are used to delivery in-service training to Prisons.

Learning Management System Statistics:

Learning Objects	DPS	ACJJ
Active users	23,510	19,620
Total learning object completions (event, session, online, curriculum, material, test)	1,267,886	1,134,655
Classroom session completions	316,002	300,313
Online course completions	292,771	248,288
Material completions (documents, PowerPoints, PDFs, test, etc.)	232,368	194,824
Curriculum completions	105,061	86,145
External training completions	1,238	774
Total active catalog items – Public Safety and Adult Correction (only 1 catalog)	1,248	N/A
Catalog learning objects added in 2015 (only 1 catalog)	247	N/A
Sessions created in 2015 (DPS & ACJJ combined)	31,768	N/A
Active assigned instructor certifications and specialties (DPS & ACJJ combined)	8,336	N/A
Training hours completed (DPS & ACJJ Combined)	3,811,720	N/A

DPS Top 5 Training Items Completed in 2015:

TITLE	TYPE	TRAINING PROVIDER	COUNT
NCVIP Employee Technology Quick Reference Guide – How To Comment On Goals	Material	State of NC	24550
NCVIP Performance Management Individual Development Planning (IDP) for Employees	Online Class	State of NC	24533
NCVIP Employee Technology Quick Reference Guide – Feedback	Material	State of NC	24499
NCVIP Performance Management Technology Training for Employees – Feedback	Online Class	State of NC	24494
PREA – OPAT10 – Information for Person(s) with Direct and Indirect Contact	Material	Public Safety	24458

ACJJ Top 5 Training Items Completed in 2015:

TITLE	TYPE	TRAINING PROVIDER	COUNT
NCVIP Employee Technology Quick Reference Guide – How To Comment On Goals	Material	State of NC	20792
NCVIP Performance Management Individual Development Planning (IDP) for Employees	Online Class	State of NC	20784
NCVIP Employee Technology Quick Reference Guide – Feedback	Material	State of NC	20742
NCVIP Performance Management Technology Training for Employees – Feedback	Online Class	State of NC	20741
PREA – OPAT10 – Information for Person(s) with Direct and Indirect Contact	Material	Public Safety	20719

Implementation of the WE CARE Program

WE CARE - Wellness Education Committed to Assisting and Reaching our Employees is an initiative created by DPS to address the overall wellness of our employees. Spearheaded by James Gorham, DPS Director of Special Projects, this philosophy is supported by the Employee Wellness and Resilience Committee. Through multiple avenues, WE CARE strives to provide all DPS employees with positive reinforcements and to support them when faced with adverse situations.

Service Provided: To support to all DPS employees through adverse situations to reinforce that WE CARE for the whole person – physically, mentally and emotionally – by providing opportunities to address issues that may impact the overall job performance, career development and well-being of all DPS employees.

CURRENT INITIATIVES: Currently there are three (3) active initiatives under the umbrella of the WE CARE philosophy: From Corrections Fatigue to Fulfillment (CF2F), Question Persuade and Refer Gatekeeper Suicide Prevention Program (QPR), and We Care Planning/Employee Wellness & Resilience Committee. The Office of Staff Development & Training - Career Development Section, coordinates all of these initiatives.

From Corrections Fatigue to Fulfillment Training Program (CF2F)

"From Corrections Fatigue to Fulfillment" (CF2F) Training Program was developed by Dr. Caterina Spinaris, founding director of the Desert Waters Correctional Outreach (DWCO). The purpose of this training program is to educate staff about the subject of Corrections Fatigue. Corrections Fatigue is defined as cumulative negative changes of corrections staff's personality, health, and functioning, and of the corrections workplace culture. The training presents strategies for countering the effects of Corrections Fatigue and equips staff to move toward professional fulfillment individually and as a workplace culture.

The eight (8) hour, end user training program is available to all DACJJ employees on a voluntary basis at all OSDT regional training locations. This curriculum is offered in specific versions for each of the key disciplines within DACJJ (Community Corrections, Juvenile Justice, and Prisons).

CF2F Summary: Corrections work often takes a toll on staff's well-being and functioning due to repeated exposure to multiple types of inherent occupational stressors - specifically, operational stressors, organizational stressors, and traumatic stressors.

CF2F Pilot Courses delivery October 2015 - January 2016: Between October 27, 2015 and January 05, 2016, OSDT conducted four (4), eight (8) hour combined discipline pilot classes for staff within the Adult Correction and Juvenile Justice Division. Seventy-Six (76) participants and guests participated in those pilot classes and they provided overwhelming positive feedback during their course evaluations.

Registering for CF2F via the Learning Management System: Prior to registering for training, all participants should obtain approval from their supervisory staff. DPS staff may self-register via the Learning Management System by using the keyword "CF2F" in the global search box to locate all available training sessions.

Additionally, when the employee attends the training they must sign the OSDT 1 course roster to receive training credit.

CF2F Projected Delivery: This eight-hour, end-user training program will be available to all DACJJ employees on a voluntary basis beginning March 01, 2016 at all OSDT regional training locations. This curriculum is offered in specific versions for each of the key disciplines within DACJJ (Community Corrections, Juvenile Justice, and Prisons).

Question, Persuade and Refer (QPR) Gatekeeper Suicide Prevention Training Program

The Question, Persuade, and Refer (QPR) Gatekeeper Suicide Prevention Training Program is an educational program that teaches employees how to recognize a mental health emergency and how to get a person at risk the help they need. This training is delivered to all NC Department of Public Safety Employees by Cardinal Innovations Healthcare Solutions and coordinated by the NCDPS Office of Staff Development & Training, Career Development Section.

Because of the nature of suicidal warning signs, and who is most likely to recognize and respond to them, the QPR Institute strongly concurs with the goal of one in four persons trained a basic gatekeeper role for suicide prevention in the United States. Gatekeepers include parents, friends, neighbors, teachers, ministers, doctors, nurses, office supervisors, squad leaders, foremen, police officers, advisors, caseworkers, firefighters, and many others who are strategically positioned to recognize and refer someone at risk of suicide. Participation in QPR training is strictly voluntary and the class only lasts two (2) hours. Additionally, this class is not required as part of annual in-service training nor does it have to be repeated.

Training Course Objectives: During the QPR Gatekeeper Suicide Prevention Training Program, participants will learn:

- How to get help for yourself or learn more about preventing suicide.
- The common causes of suicidal behavior.
- The warning signs of suicide.
- How to Question, Persuade, and Refer someone who may be suicidal.
- How to get help for someone in crisis.

Registering for QPR via the Learning Management System: Prior to registering for training, all participants should obtain approval from their supervisory staff. DPS staff may self-register via the Learning Management System by using the keyword "QPR" in the global search box to locate all available training sessions. Additionally,

when the employee attends the training they must sign the OSDT 1 course roster to receive training credit.

QPR Training Data (July 01, 2014 to February 17, 2016): The training data below was obtained via the Cornerstone OnDemand Learning Management System in conjunction with training records.

DPS Division/Section	Totals
Communications	2
Human Resources/Safety	26
Office of Special Investigations	1
SBI/ALE	4
NC National Guard/Tarheel Challenge	4
General Counsel/PREA	5
State Highway Patrol	8
DPS Division/Section Totals	50

Adult Correction & Juvenile Justice Division	
Juvenile Justice	220
Correction Enterprises	9
OSDT	23
Rehabilitative Programs & Services	14
Combined Records	4
Central Engineering	1
Prisons	519
Alcohol & Chemical Dependency	71
Community Supervision	266
Special Operations & Intelligence	46
Parole Commission	1
Adult Correction & Juvenile Justice Division Totals:	1174

Operations Division	
Purchasing & Logistics	3
Internal Audit	2
Emergency Management	4
Operations Division Totals:	9

External Agencies/Agency Volunteers - not listed within LMS

External Agencies/Agency Volunteers/Others 162

NOTE: This group includes local government, community colleges, religious services volunteers and etc.

QPR Totals - July 1, 2014 to February 17, 2016: 1395

Curriculum

Curriculum Maintenance

Current lesson plans are required by DPS and Criminal Justice Standards for on-going training programs such as Basic Correctional Officer, Basic Probation/Parole Officer, and Annual In-Service Training. Lesson plans developed by OSDT as well as the Instructors in the field must be submitted to the OSDT Curriculum Manager for approval and issuance of a course code.

The Curriculum Section is the gatekeeper of all approved DPS lesson plans, and maintains all records of current lesson plans as well as historical revisions of Commission-accredited courses.

Accredited Training Review Committee

The Accredited Training Review Committee (ATRC) is chaired by the Curriculum Manager, and comprised of OSDT Senior Management, Curriculum staff, the five OSDT Regional Training Managers, Career Development Coordinators and representatives from the major divisions within DPS. The ATRC reviews and approves all major revisions to accredited training curricula that are to be submitted to the Education & Training (E & T) Committee of the Criminal Justice Education & Training Standards Commission. The ATRC, by majority vote, authorizes the DPS School Director to refer revisions to accredited training curricula to the E & T Committee, or defers the recommended revisions based on the need for further research and development.

Instructor Certification

NCAC Title 12, Chapter 9 specifies minimum requirements for certification as a Criminal Justice Instructor and sets forth requirements which agencies must meet in order to ensure proper documentation and certification of instructors.

The Curriculum section maintains records, both electronic and paper, on the eight-hundred fifty-nine (859) active certified instructors within DAC and DJJ. This process ensures that appropriate paperwork is reviewed and approved by the School Director, prior to submission to the Criminal Justice Standards Division for issuance of instructor certification.

The Curriculum section also maintains the certifications for those instructors certified in non-Criminal Justice certified specialty instructional areas, such as Expandable Baton, Cell Extraction, and Staff and Offender Relations/Undue Familiarity.

End of Course Certification Exams

In accordance with NCAC 9G & 9B and on behalf of the North Carolina Criminal Justice Standards Division, the

Curriculum Section of the Office of Staff Development and Training is assigned the responsibility for designing, developing, administering, validating and recording the results of employees taking exams from North Carolina Adult Correction and Juvenile Justice.

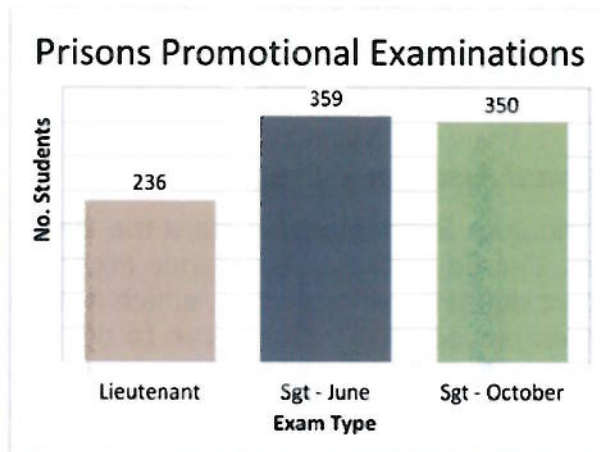
These examinations shall serve as the state's written examination for certified positions in Adult Correction and Juvenile Justice. These exams generally consist of one-hundred (100) questions, multiple-choice, in which the participant must score a seventy percent (70%) or higher in order to attain a passing score. The total number of certification exams administered in a one (1) year period depends on the total number of certified basic courses that are conducted.

Promotional Examinations

Prisons has for many years utilized promotional examinations as one of the selection criteria for promotion to Sergeant and Lieutenant. The Office of Staff Development and Training is responsible for developing, administering, validating and scoring the promotional examinations. Three (3) examinations are administered annually: two (2) Sergeants' examinations (usually in June and October) and one (1) Lieutenants' examination (usually in March). During the 2015 calendar year, OSDT administered promotional examinations to a total of 945 DAC employees.

Professional Recognition Programs

In order to recognize the level of competence of Criminal Justice Officers and Instructors serving within DAC, to foster increased interest in college and professional criminal justice training programs, and to retain and attract highly qualified individuals into a Criminal Justice career field, the Curriculum Section of OSDT administers two Professional Recognition Programs. The first is the



Professional Certificate program established by the Criminal Justice Education & Training Standards Commission; the second is the Instructors' Professional Recognition Program, developed by OSDT.

Educational Assistance Program

The Curriculum Section administers the Department's Educational Assistance Program. The Educational Assistance Program provides management with a means to support educational activities, which are deemed beneficial to both the agency and the employee, and which serve to develop the employee's knowledge, skills and abilities directly related to their current classification or classification series in which they are working. The Educational Assistance Program provides reimbursement of academic costs of classes at the agency/university level (if funds are available), and/or time off the job if the course is available only during working hours.

Appendix



Appendix A



Training Programs

OFFICE OF STAFF DEVELOPMENT AND TRAINING

COURSES OFFERED

Mandated Basic Training

Correctional Officer Basic

Description: Basic Correctional Officer (BCO) Training for Prisons employees, 160 hours, (4) four weeks, which is required for job classifications identified as those involved in maintaining custody and security of inmates. 12 NCAC 09G .0101; .0411;

Services Provided: This is a basic level program that provides essential training functions and evaluation for the trainee officer guided towards certification status.

Recipients: Correctional Officer Trainees who are enrolled in training program for certification. The average class size is 24-30 participants, which represent Prisons from all regions and correctional facilities in the state.

Financial Resources: Delivery of this program requires recurring expenditures for meals, printing, range supplies, weapons maintenance, and ammunition. Non-recurring expenditures are weapons and range equipment.

Human Resources: Criminal Justice Standards Administrative Code mandates an instructor to student ratio of 1:6 and 1:8. A minimum of one coordinator and four instructors is necessary to accomplish this.

Probation and Parole Officer Basic

Description: Basic Probation Officer (PPO) Training for Community Corrections employees, 215 hours, (5) five weeks, which is required for personnel whose duties include supervising, evaluating, or otherwise managing offenders. 12 NCAC 09G .0101; .0412

Services Provided: This is a basic level program that provides essential training functions and evaluation for the trainee officer guided towards certification status.

Recipients: Probation and Parole Officer Trainees who are enrolled in training program for certification. The average class size is 20-24 participants, which represent Community Corrections from all judicial divisions in the state.

Financial Resources: Delivery of this program requires recurring expenditures for lodging, meals, printing, range supplies, weapons maintenance, and ammunition. Non-recurring expenditures are weapons and range equipment.

Human Resources: Criminal Justice Standards Administrative Code mandates an instructor to student ratio of 1:6 and 1:8. A minimum of one coordinator and four instructors is necessary to accomplish this.

Juvenile Justice Basic Officer Training

Description: Basic Juvenile Justice Officer (JJO) Training for the Division of Juvenile Justice employees, 162 hours, (4) four weeks, which is required for personnel whose duties include supervising, evaluating, or otherwise managing juveniles. 12 NCAC 09B .236

Services Provided: This is a basic level program that provides essential training functions and evaluation for the trainee office guided towards certification status.

Recipients: Juvenile Justice Trainees who are enrolled in training program for certification. The average class size is 20-24 participants, which represent the Division of Juvenile Justice from all regions in the state.

Financial Resources: Delivery of this program requires recurring expenditures for meals and printing of training materials.

Human Resources: Criminal Justice Standards Administration Code mandates an instructor to student ratio of 1:8. A minimum of one coordinator and three instructors is necessary to accomplish this.

Basic Juvenile Court Counselor (JCC) Training

Basic Juvenile Court Counselor (JCC) Training for the Division of Juvenile Justice employees, 144 hours, (3.6) Three point six weeks, which is required for personnel whose duties include supervising, evaluating, or otherwise managing juveniles. 12 NCAN 09B .235

Services Provided: This is a basic level program that provides essential training functions and evaluation for the trainee office guided towards certification status.

Recipients: Juvenile Justice Trainees who are enrolled in training program for certification. The average class size is 20-24 participants, which represent the Division of Juvenile Justice from all regions in the state.

Financial Resources: Delivery of this program requires recurring expenditures for meals and printing of training materials.

Human Resources: Criminal Justice Standards Administration Code mandates an instructor to student ratio of 1:8. A minimum of one coordinator and three instructors is necessary to accomplish this.

Career Development

Cell Extraction

Description: The Cell Extraction Instructor Training Program is a thirty-four (34) hour course. This is an advanced level program that provides Certification requirements as mandated by Prisons. The course is a blended style learning with classroom instruction as well as practical exercises. Topical areas include: Legal Considerations, Use of Force, Tactical Approaches, Response to Injury, Protective Gear, Camera Operations and Proficiency Evaluations.

Services Provided: This is an advanced level program that provides certified General Instructors with the essential concepts, knowledge and skills required for certification as a Cell Extraction Instructor. Successful completion of the course provides the participant credentials to deliver the mandatory Cell Extraction Training Program during Annual In-Service and Special Teams (PERT, SORT, etc.).

Recipients: Certified General Instructors. The average class size is 18-22 participants, which represents Prisons from all regions in the state.

Financial Resources: Delivery of this program requires recurring expenditures for lodging, meals and printing. Non-recurring expenditures for equipment.

Human Resources: The Cell Extraction Instructor Training Program involves staff participating in mock cell extraction scenarios. A minimum of one coordinator and four instructors is necessary to accomplish this training to ensure safety.

Computer Classes: Word for the General Instructor

Description: The Microsoft Word for the General Instructor course was designed to assist General Instructor candidates in developing their lesson plans, so that they meet or exceed the standards required by Criminal Justice Education and Training Standards Commission.

Services Provided: Concentration focuses on tabs, outline format using bullets, endnotes and general document formatting which includes page set-up with headers, footers and margins.

Recipients: Certified and Non-Certified Staff

Financial Resources: Delivery of this program requires recurring expenditures for printing.

Human Resources: This training requires one coordinator for scheduling and one instructor for instructional delivery.

Computer Classes: PowerPoint Level I for General Instructor

Description: The PowerPoint class provides the student with the knowledge for creating and editing PowerPoint presentations.

Services Provided: Skills taught are: opening and closing presentations, editing and proofing presentations, and creating a presentation using slide layout, slide design and sound and images files.

Recipients: Certified and Non-Certified Staff

Financial Resources: Delivery of this program requires recurring expenditures for printing.

Human Resources: This training requires one coordinator for scheduling and one instructor for instructional delivery.

Conflict Resolution

Description: Conflict Resolution is an 8 hour course designed for all NC DPS personnel. Conflict Resolution is offered at the request of managers within NC DPS.

Services Provided: Conflict resolution is designed to provide an understanding of conflict, strategies for addressing conflict and practical application of conflict resolution through the use of teambuilding exercises.

Recipients: Certified and Non-Certified Staff

Financial Resources: Delivery of Conflict Resolution requires recurring expenditures for printing and training equipment and supplies.

Human Resources: This training requires one coordinator for scheduling and two instructors for instructional delivery.

Control, Restraints, Defensive Techniques Instructor (CRDT)

Description: The Control Restraints Defensive Techniques Instructor Training Program is a

two week, 80 hours, legislatively mandated course. This is an advanced level program that provides Certification requirements as stated by the N.C. Criminal Justice Education and Training Standards Commission. The course is a blended style learning with classroom instruction as well as psychomotor skills training. Topical areas include: Introduction to Controls, Restraints, and Defensive Techniques, Patterns of Movement, Response to Injury, Basic Controls and Techniques, Advanced Controls and Techniques, Restraint Applications, Program Evaluation, and Advanced Instructional Techniques.

Services Provided: This is an advanced level program that provides certified General Instructors with the essential concepts, knowledge and skills required for certification by the N.C. Criminal Justice Education and Training Standards Commission. Successful completion of the course provides the participant credentials to deliver mandatory CRDT training in Basic Correctional Officer, Basic Probation/Parole Officer, Annual In-Service, and Special Teams (PERT, SORT, etc.).

Recipients: Certified General Instructors. The average class size is 20-24 participants, which represent both Prisons and Community Corrections SOP and SCC from all regions and divisions in the state.

Financial Resources: Delivery of this program requires recurring expenditures for lodging, meals, and printing and Non-recurring expenditures for equipment.

Human Resources: Criminal Justice Standards Administrative Code mandates an instructor to student ratio of 1:8. A minimum of one coordinator and four instructors is necessary to accomplish this.

Correctional Leadership Development Program (CLDP)

Description: The Correctional Leadership Development Program (CLDP) is a multi-session, yearlong program intended to assist management level Correctional Professionals in broadening their knowledge, skills, and values for effective and rewarding leadership roles in Corrections. Topical areas include, but are not limited to: Correctional Leadership, Evidence Based Practices, Policy Development, Budget & Fiscal, Legal Issues, External Affairs, Ethics, Leadership Competencies, Training, & Transforming the Organizational Culture.

Services Provided: The impact of Correctional Leadership in effecting planned change in correctional systems is to a large measure related to Correctional Leader's knowledge of and skills in the implementation of sound management theory, concepts, and principles; and creative, but wise, management strategies and practices. Organizations do not just occur nor do managed systems just happen. Planned change, organized effort, and systems management are the results of vision, leadership, and determination of the leaders. This program examines a multidimensional approach to correctional management toward preparing managers and leaders for the challenges associated with correctional management.

Recipients: Participants are recommended by Divisional & Sectional Heads with the final selection being made by the NC DPS Secretary & Executive Staff. Current and Past participants include but are not limited to the following: Prisons, Community Correction, NC Correction Enterprise, Alcohol and Chemical Dependency Programs, Controllers Office, Internal Audit, Combined Records and Human Resources. The recommended class size is 24 participants.

Financial Resources: Delivery of CLDP requires recurring expenditures for lodging, meals,

printing and training equipment and supplies.

Human Resources: CLDP requires one coordinator for scheduling/planning and two Lead Instructors for instructional delivery and up to 30 facilitators for all sessions.

First Steps of Supervision Program

Description: The First Steps of Supervision Program is a 40 hour program designed to assist newly promoted staff in gaining or fine tuning the skills, abilities and knowledge needed for their supervisory role. Instructional areas include Supervision, Job Burn-Out, Stress Management, Communication, Teamwork, Conflict Resolution, Managing Difficult People and Coaching. The course is very interactive and includes a variety of group exercises, discussion and self-analysis.

Services Provided: *First Steps* is designed to give the learner the first of many building blocks for their career development. The skills taught in this course will continue to benefit staff as they move into management roles.

Recipients: Certified and Non-Certified Staff who have supervisory responsibility in pay grades 63-67.

Financial Resources: Delivery of this program requires recurring expenditures for printing of manuals and per diem for instructors.

Human Resources: This training requires one coordinator for scheduling and program development and two instructors for instructional delivery.

Enhancing Skills for Peak Performance (PEAK)

Description: Enhancing Skills for Peak Performance is a 48 hour program designed to enhance communication skills, improve problem-solving proficiency and provide supervisors with a solid foundation for achieving peak performance in dealing with people. Peak Performance is an adult-learning based course requiring workgroup dynamics, participant interaction and individualized reading/writing assignments. Classroom involvement is dedicated to open discussion and forums focusing on instructor's and participant's knowledge, experience and expertise.

Services Provided: PEAK is designed to provide the learner with skills for their role as mid-level managers. The course enhances skills for career development. The skills taught in this course will continue to benefit staff as they move transition into executive management roles.

Recipients: Certified and Non-Certified Staff who have supervisory responsibility in pay grades 68-74.

Financial Resources: Delivery of this program requires recurring expenditures for printing of manuals and per diem for instructors.

Human Resources: This training requires one coordinator for scheduling and program development and two instructors for instructional delivery.

Equal Employment Opportunity Institute (EEOI)

Description: Equal Employment Opportunity Institute is a 12 hour mandated course passed by the legislature (House Bill 959) that requires all newly appointed supervisors and managers within one year of their appointment must enroll into the EEOI training.

Services Provided: EEOI training focuses on equal employment opportunity laws including ADA, sexual harassment and issues that concern the values and management of diversity. The information provided in the training is a valuable tool for increasing productivity in the workplace.

Recipients: All DPS supervisors and managers. The average class size is 24 participants, which represent every division/ section/ office from all regions and divisions of NC.

Financial Resources: Delivery of this program requires recurring expenditures for printing.

Human Resources: EEOI requires one coordinator for scheduling and one EEOI certified instructor for instructional delivery. NC DPS has EEOI certified instructors available within each training regions to provide access to EEOI training to all participants.

Expandable Baton

Description: The Expandable Baton Instructor Training Program is an eighteen (18) hour course. This is an advanced level program that provides Certification requirements as mandated by Prisons and Baton Manufacturer. The course is conducted with classroom instruction related to the use of force, as well as hands on practical exercises in which the candidate must successfully complete a written examination and proficiency evaluations.

Services Provided: This is an advanced level program that provides certified General Instructors with the essential concepts, knowledge and skills required for certification as an Advanced Expandable Baton Instructor. Successful completion of the course provides the participant credentials to deliver mandatory Expandable Baton training in Basic Correctional Officer, Annual In-Service and Special Teams (PERT, SORT, etc.).

Recipients: Certified General Instructors. The average class size is 18-22 participants, which represents prisons from all regions in the state.

Financial Resources: Delivery of this program requires recurring expenditures for lodging, meals and printing. This program also requires that all Expandable Baton Senior Instructors to be recertified by Safariland Inc every 3 years. Non-recurring expenditures are batons.

Human Resources: Safariland Inc. who is the certifying agency and OSDT mandates an instructor to student ratio of 1:8. A minimum of one coordinator and two instructors is necessary to accomplish this.

Firearms Instructor Training

Description: The Correctional Firearms Instructor Training Program is a two week, 80 hours, legislatively mandated course. This is an advanced level program that provides Certification requirements as stated by the N.C. Criminal Justice Education and Training Standards Commission. The course is a blended style learning with classroom instruction as well as live fire exercises. Topical areas include: Legal Considerations, Policies, Safety, Range Operations, Medical Emergencies, Stand and Advanced course in Handgun and Shotgun, Low Limited Light Firing, Situational Firing, Weapons Maintenance and Repair, Special Techniques for Dealing with Trainees, Training Aids and Methods. Associated with

this program is a mandatory pre-qualification that is 20 hours in length.

Services Provided: This is an advanced level program that provides certified General Instructors with the essential concepts, knowledge and skills required for certification by the N.C. Criminal Justice Education and Training Standards Commission. Successful completion of the course provides the participant credentials to deliver mandatory Firearms training in Basic Correctional Officer, Basic Probation/Parole Officer, Annual In-Service, and Special Teams (PERT, SORT, etc.).

Recipients: Certified General Instructors. The average class size is 20-24 participants, which represent both SOP and SCC from all regions and divisions in the state.

Financial Resources: Delivery of this program requires recurring expenditures for lodging, meals, printing, range supplies, weapons maintenance, and ammunition. Non-recurring expenditures are weapons and range equipment.

Human Resources: Criminal Justice Standards Administrative Code mandates an instructor to student ratio of 1:8. A minimum of one coordinator and four instructors is necessary to accomplish this.

Fitness Instructor

Description: The DAC Fitness Instructor Training Program is a fifty-six (56) hour course. This is an advanced level program that provides Certification requirements as mandated by OSDT to administer the Correctional Officer Physical Abilities Test (COPAT). The course involves academic classroom instruction, as well as physical training requirements of the participants. Topical areas include: COPAT Testing Procedures, Fitness and Wellness, Human Anatomy, Exercise and Safety, Flexibility Training, Nutrition Training, Behavior Change and Coronary Risk Factors. Associated with this program is a mandatory physical fitness pre-qualification that requires an instructor candidate to complete the COPAT Assessment in a standardized time.

Services Provided: This is an advanced level program that provides certified General Instructors with the essential concepts, knowledge and skills required for certification as a DAC Fitness Instructor. Successful completion of the course provides the participant credentials to administer the Correctional Officer Physical Abilities Test (COPAT).

Recipients: Certified General Instructors. The average class size is 12-14 participants.

Financial Resources: Delivery of this program requires recurring expenditures for lodging, meals and printing.

Human Resources: The DAC Fitness Instructor Training Program involves staff participating in physical fitness activities as well as the COPAT Assessment Training. A minimum of one coordinator and one instructor is necessary to accomplish this training.

General Instructor Training

Description: The General Instructor Training Program was created to prepare criminal justice practitioners to teach criminal justice related materials to students entering this profession. Since then, the 80 + hour course has evolved and currently prepares instructors to teach basic officers (students) and in-service populations. Participants are required to develop an original 80-minute lesson plan and present that lesson plan for evaluation. Participants must also successfully pass a certification exam administered by the NC

Criminal Justice Training and Standards Commission.

Services Provided: This program provides DPS employees with the knowledge, skills, and abilities required to receive certification as a General Instructor by the Criminal Justice Standards Commission, and allows them to teach in a variety of topic areas to include basic training.

Recipients: Any person participating in a commission-accredited criminal justice training or OSDT train-the trainer course or program as an instructor, teacher, professor, lecturer, or other participant making presentations to the class shall first be certified by the NC Training and Standards Commission as a General Instructor.

Financial Resources: Delivery of this program requires recurring expenditures for lodging for those students who reside more than 60 miles from the Central Region training facility, meals and printing.

Human Resources: A minimum of 1 school director, 1 coordinator, and 9 instructors to run the school properly. Max number of students for this course is 16.

Gift Ban Master Instructor Training

Description: Gift Ban Master Training is a 2 hour course required to ensure that mandated gift ban training is disseminated in a consistent and reliable method to NC DPS's 20,000 employees. Master training provides the master trainee with a comprehensive understanding of the state's gift ban policy, the Governor's executive order, General Statute, consequences of violation and possible questions and responses that may be encountered during the conveyance of gift ban and gift ban trainer training.

Services Provided: To provide master level training instruction to certified General Instructors on the implementation of the NC state employee Gift Ban policy. Master trainers will provide Regional, Divisional, and Section trainers with the necessary Gift Ban Trainer training to provide NC DPS employees with knowledge of the Governor's Executive Order 24 and NC General Statute 133-32, regarding the state's gift ban and the consequences of violation.

Recipients: Certified General Instructors identified by Divisional, Regional, Sectional Heads or their designee. The average class size is 12-20 participants representing every division, region and section of NC DPS.

Financial Resources: Delivery of this program requires recurring expenditures for printing.

Human Resources: Gift Ban Master training requires one coordinator for scheduling and one lead instructor (program developer) for instructional delivery.

Gift Ban Trainer Training

Description: Gift Ban Trainer training is a 2 hour course required to ensure that mandated gift ban training is disseminated in a consistent and reliable method to NC DPS's 20,000 employees. This training provides the Gift Ban Trainer with a comprehensive understanding of the state's gift ban policy, the Governor's executive order, General Statute, consequences of violation and possible questions and responses that may be encountered during the conveyance of gift ban training.

Services Provided: To provide trainer level instruction on the implementation of the NC state employee Gift Ban policy. Gift Ban trainers will provide NC DPS employees' gift ban

training designed to provide employees with knowledge of the Governor's Executive Order 24 and NC General Statute 133-32, regarding the state's gift ban and the consequences of violation.

Recipients: Certified General Instructors identified by Divisional, Regional, Sectional Heads or their designee. The average class size is 15-40 participants representing every division, region and section of NC DPS.

Financial Resources: Delivery of this program requires recurring expenditures for printing.

Human Resources: This training requires one coordinator for scheduling and one lead instructor (program developer) for instructional delivery.

Gift Ban Training

Description: Gift Ban is mandated training for all 20,000+ NC DPS staff that provides a clear understanding of the state's gift ban policy, the Governor's executive order, General Statute and consequences of violation.

Services Provided: This training identified the Governor's Executive Order No. 24, NC General Statute 133-32 regarding the state's gift ban and the consequences of violation.

Recipients: All DPS full time, part time, contractual employees and vendors. Class size ranges from 20 -50 participants.

Financial Resources: Delivery of this program requires recurring expenditures for printing.

Human Resources: This training requires one coordinator for scheduling and one lead instructor (program developer) for instructional delivery.

Staff/Offender Relationships: Maintaining Professional Boundaries

Description: Staff/Offender Relations training is a two-hour course designed for both Adult Correction and Juvenile Justice staff. It identifies the General Statutes and related policies with regards to: sexual contact with offenders and juveniles. The class also includes material for the Prison Rape Elimination Act of 2003. Instructors must have specialized certification to deliver this course.

Services Provided: Undue Familiarity training provides DPS employees with skills and knowledge needed to maintain professional boundaries in their relationships with offenders and juveniles.

Recipients: Certified and Non-Certified Staff

Financial Resources: Delivery of this requires recurring expenditures for printing.

Human Resources: Staff/Offender Relations training requires one coordinator for scheduling and one lead instructor (program developer) for instructional delivery.

Stress Management

Description: Stress management is a two or four hour course designed for all DPS staff. The class is offered at the request of managers, and is included in most supervisory programs.

Services Provided: Stress Management provides an overview of stress, guidelines for

determining choices and making decisions in dealing with stressful situations and methods to communicate to reduce confusion in dealing with the choices made

Recipients: Certified and Non-Certified Staff

Financial Resources: Delivery of Stress Management requires recurring expenditures for printing.

Human Resources: This training requires one coordinator for scheduling and one instructor for instructional delivery.

Unlawful Workplace Harassment (UWPH)

Description: Unlawful Workplace Harassment training provides the trainee with a clear understanding of the N.C. Department of Public Safety Policy and the Prevention and Elimination of Unlawful Workplace Harassment or harassment of any kind.

Services Provided: This training also addresses the Complaint Procedure, EEOI Guidelines and related information.

Recipients: Certified and Non-Certified Staff

Financial Resources: Delivery of this program requires recurring expenditures for printing.

Human Resources: Unlawful training requires one coordinator for scheduling and one lead instructor (program developer) for instructional delivery.

Appendix B



Actual Course Participation

**Courses Taught
In the Calendar Year 2015**

Training Title	Community Corrections	Correction Enterprise	Juvenile Justice	Prisons	OSDT	Other	Totals
ACJJ - Basic Life Support First Aid (4hrs) (AHA)	1		53	8		6	68
ACJJ - CPR American Heart Association (AHA) Heartsaver Adult CPR With AED (4 hours)	100	4	70	220	4	19	417
ACJJ - Orientation to Individualized Job Responsibilities	12	3	1	429		16	461
CPR Training			1	1			2
Developing Test Questions					1		1
DPS - Equal Employment Opportunity (EEOI) Training - Participant Initial Course	19	7	11	39	3	10	89
DPS - Fire Safety (non-certified staff)	4	17	1	71	1	10	104
DPS - QPR Gatekeeper Suicide Prevention Training	16	3	15	19	1	11	65
EEO Compliance				2			2
Equal Employment Opportunity Institute - Level I	11	4	5	31		2	53
Equal Employment Opportunity Institute - Level II				1			1
Fire Extinguisher Safety				1			1
First Aid & CPR				1			1
HR - NC Employee Gift Ban Training	13	5	1	370	1	31	421
JJ - Bloodborne Pathogens	2	4	63	4		4	77
JJ - Fire Extinguisher Training for Facilities			1				1
JJ - Interpersonal Communication Skills - Cultural Diversity	1		7	1		2	11
JJ - Juvenile Justice Professional Ethics in the Workplace	1		12	2		5	20
JJ - RCDT Annual Refresher Training	2		62	4		8	76
JJ - Youth Mental Health First Aid (participant training)			2		1		3
OSDT - American Heart Association (AHA) Basic Life Support (BLS) Instructor Training Program (8 Hours)		1		2			3
OSDT - American Heart Association (AHA) Heartsaver (Instructor Refresh)	1			2			3
OSDT - Basic Correctional Officer School					62		62
OSDT - Basic Correctional Officer School Exam (current version)					79		79

Training Title	Community Corrections	Correction Enterprise	Juvenile Justice	Prisons	OSDT	Other	Totals
OSDT - Cell Extraction Instructor Training Program				3	1		4
OSDT - Concealed Carry Handgun (CCH)	7			2	1	1	11
OSDT - Concealed Carry Handgun (CCH) Legal Considerations & Safety	6			2	1	1	10
OSDT - Controls, Restraints and Defensive Techniques (CRDT) Instructor Training Program	1			2	1		4
OSDT - Controls, Restraints and Defensive Techniques (CRDT) Instructor Training Program Instructor Candidate Pre-Qualification	2			2	1		5
OSDT - Controls, Restraints and Defensive Techniques (CRDT) Phase II - Advanced Strikes/Pressure Points	12	2	1	189		7	211
OSDT - Controls, Restraints and Defensive Techniques (CRDT) Phase IV - Advanced Offender Controls	2			2		1	5
OSDT - Controls, Restraints and Defensive Techniques (CRDT) Phase V - Weapons Retention	20			7			27
OSDT - Correctional Leadership Development Program	1	1	1	1		1	5
OSDT - Corrections Specialized Firearms Instructor Prequalification (600)	4			5			9
OSDT - CRDT Instructor Training Program - Update 2014 (Phase VI and Mandatory Instructor Review)				2			2
OSDT - DACJJ Correctional Firearms Instructor Training Program	2			2			4
OSDT - DACJJ Firearms Handgun Remedial Training For DACJJ Staff	125		1	138		1	265
OSDT - DACJJ Firearms Remedial Safety Training For DACJJ Staff	14			84		1	99
OSDT - DACJJ Firearms Shotgun Remedial Training For DACJJ Staff	3			129		1	133
OSDT - Employee Fitness and Wellness (initial)	59	10	9	331	2	15	426
OSDT - Employee Fitness and Wellness (refresher)	7	2	1	195		5	210
OSDT - Field Training Coordinator Orientation conducted by OSDT				6			6
OSDT - Firing Range Safety & Orientation				2			2
OSDT - First Steps to Supervision Leadership Course	1	5	1	7		1	15
OSDT - Fitness Instructor (32 hour) Conversion Training Program				1	1		2

Training Title	Community Corrections	Correction Enterprise	Juvenile Justice	Prisons	OSDT	Other	Totals
OSDT - Fitness Instructor Training Program - Prequalification					4		4
OSDT - General Instructor Exam Retake	1			4			5
OSDT - General Instructor Training Orientation (Web-based)	1			3			4
OSDT - General Instructor Training Program	2	1	2	2			7
OSDT - General Instructor Training Program (TIER COMMUNITY COLLEGE)	6		2	12			20
OSDT - Gift Ban Instructor Program				2			2
OSDT - Juvenile Justice Court Counselor School					23		23
OSDT - Juvenile Justice Officer Training School					33		33
OSDT - Microsoft PowerPoint for General Instructor Training	8	1	6	11	4		30
OSDT - Microsoft Word for General Instructor Training	9	1	6	11	4		31
OSDT - NCJA Concealed Carry Handgun (Participant)	4			5	2	1	12
OSDT - OC Aerosol Projectors Instructor Training Program (Security Services)	1			6	2	2	11
OSDT - Overview of the NCDPS Division of Adult Correction	19	8	3	417	1	44	492
OSDT - Peak Performance Leadership Course	6	3	4	6	4	4	27
OSDT - Probation Parole Officer School					16		16
OSDT - Probation Parole Officer School Exam (current version)					13		13
OSDT - Restraints, Controls and Defensive Techniques (RCDT) Instructor Training Program			1		1		2
OSDT - Smith & Wesson M&P Pistol Armorer	5			4	7		16
OSDT - Smith & Wesson M&P Shield Armorer	1			1	1	1	4
OSDT - Staff & Offender Relations - Maintaining Professional Boundaries (instructor training)	3		1	4	1	2	11
OSDT - Staff & Offender Relations - Maintaining Professional Boundaries (participant in-service training)	143	32	21	984	3	101	1284
OSDT - Unlawful Workplace Harassment (UWPH) - Instructor Training Program	6	1	4	11	2	1	25

Training Title	Community Corrections	Correction Enterprise	Juvenile Justice	Prisons	OSDT	Other	Totals
OSDT - Unlawful Workplace Harassment (UWPH) - Initial Participant Course	25	7	3	394		37	466
OSDT In-Service - Unlawful Workplace Harassment (UWPH) - Refresher Course for DPS Staff	139	22	15	670	2	61	909
OSDT - Verbal Judo - Verbal Defense & Influence for NCDPS Staff				1			1
OSDT - Wellness Instructor Training Program	6	1	7	7	5	2	28
OSDT - Workplace Differences (instructors)					1		1
OSDT - Workplace Differences (participants)	1						1
OSDT In-Service - Controls, Restraints and Defensive Techniques (CRDT) Phase I - Annual Refresher Training	148	3	12	508	2	21	694
OSDT In-Service - Controls, Restraints and Defensive Techniques (CRDT) Phase VI - Advanced Techniques	106	1	12	304	2	13	438
OSDT In-Service - SOP/SCC Block of Professional Ethics in the Workplace	105	10	8	945	1	64	1133
PREA - Sexual Abuse and Harassment Investigations - Understanding Sexual Violence				10			10
PREA - Sexual Abuse and Sexual Harassment (SAH) 201	9	1	12	96		4	122
PREA - Sexual Abuse and Sexual Harassment 101	58	37	60	888	1	64	1108
SAF - Hazard Communication Program	15	36	1	420		39	511
SAF - Occupational Exposure to Infectious Diseases (BBP) - Instructor Training Program (Safety)	2		1	11			14
SAF In-Service- Occupational Exposure to Infectious Diseases (BBP)	43	30	10	895	1	56	1035
SCC - OC Pepper Spray (SCC Initial)	42			26		1	69
SCC - OC Pepper Spray (SCC Refresher)	133		4	12		3	152
SCC - Office Safety/Security (901)	3	3	6	11	1	3	27
SCC - Officer / Offender Relations - Offender Supervision (936)	18		1	2		1	22
SCC - Officer/Probationer/Parolee Relations: Interview Techniques (931)				2		2	4
SCC - Probation Officer Community Threat Group (CTG) Training	13		3				16
SCC - Report Writing (943)	3						3

Training Title	Community Corrections	Correction Enterprise	Juvenile Justice	Prisons	OSDT	Other	Totals
SCC Firearms - 400 Part IA - Legal Considerations	124		3	12		5	144
SCC Firearms - 400 Part IB - Firearms Safety	390		10	44	1	16	461
SCC Firearms - 400 Part II - Handgun Requalification	28			3		1	32
SCC Firearms - 400 Part III - Handgun Proficiency	99		2	8		4	113
SCC Firearms - 400 Part III - Menu A - Situational Decision Making	39			9		1	49
SCC Firearms - 400 Part III - Menu B - Situational Decision Making				1		1	2
SCC Firearms - 400 Part III - Menu C - Situational Decision Making	80		5	14	1	6	106
SCC Firearms - 400 Part IV - Low Limited Light Qualification	122		2	11		4	139
SCC Firearms - 400 Part V - Handgun Care and Maintenance	70		1	2		2	75
SCC Firearms - 400 Part VI - Handgun Orientation for PPO Basic Training	59		1	3			63
SOP - Cell Extraction Training Program - Initial Participant Course	8			132		3	143
SOP - Cell Extraction Training Program Refresher Course				23			23
SOP - Concealed Carry for Certified Staff	1			10			11
SOP - Contraband and Techniques of Search (816-A)	2	1	1	18		4	26
SOP - Evidence Based Practices For Case Management (participants only)	5			16		2	23
SOP - Healthcare Provider CPR Training (Health Services)	5			136	3	16	160
SOP - Introduction to Contraband	25	26	3	527	1	76	658
SOP - Introduction to Prisons	6	3		107		8	124
SOP - Management and Supervision of Inmates (809 Part I)	3	5		40		6	54
SOP - Mechanical Restraints - Handcuffing (832)	2			27		1	30
OSDT - Safariland Monadnock Expandable Baton (MEB) Instructor Training Program				1	1		2
SOP - Monadnock Expandable Baton (MEB) Initial Participant Course				14			14
SOP In-Service - Monadnock Expandable/Rigid Baton (MEB) Annual Refresher	23	3	6	489	1	9	531
SOP - Expandable/Rigid Baton Advanced Techniques 4 Hours				14		1	15

Training Title	Community Corrections	Correction Enterprise	Juvenile Justice	Prisons	OSDT	Other	Totals
SOP - Monadnock Expandable Baton (MEB) Transition: Rigid Baton to Expandable Baton (1 Hour)				2			2
SOP - Multi-Cultural Awareness (809 Part III)	4	7		35		9	55
SOP - OC Pepper Spray (SOP Initial)	21	2	1	365		10	399
SOP - OC Pepper Spray (SOP Refresher)	23	3	5	532	1	12	576
SOP - Orientation for Correctional Agents	2	7		10		5	24
SOP - Prison Emergency Operations - Hostage (822 Part I)	25	17	3	457	1	49	552
SOP - Prison Security Functions (804)	22	12	2	439	1	47	523
SOP - Promotional Exam Review - 16 Hours (SOP)	2			52		1	55
SOP - Radio Communications				2			2
SOP - Report Writing (807)	2		1	29	1	4	37
SOP - Role of Correctional Witness (824)		4		4			8
SOP - Self-Injurious Behavior for Health Services Staff (Health Services)				2			2
SOP - Supervision of Medium Custody Highway Work Squads				3			3
SOP - Transporting Inmates (825)				4			4
SOP - TSA: Law Enforcement Officers Flying Armed Training						2	2
SOP - Understanding Inmate Behavior (821)	3	1	1	13		4	22
SOP In-Service - Prison Emergency Operations - Emergency Identification and Prevention (822 Part II)	40	11	6	890	1	60	1008
SOP In-Service - Prison Emergency Operations - Fire Safety (822 Part III)	37	16	7	906	1	44	1011
SOP In-Service - Safe Search Practices (816-B)	22	3	5	498	1	9	538
SOP In-Service - Security Threat Groups within Adult Correction	29	12	5	556	2	24	628
SOP In-Service - Self-Injurious Behavior (SIB) Prevention Annual Refresher	43	26	8	1003	2	78	1160
SOP Firearms - 501 Part A - Low Limited Light Familiarization/Qualification				2		1	3
SOP Firearms - 501 Part B - Situational Decision Making				6			6
SOP Firearms - 501 Part F - Handgun Orientation for BCO Basic Training	4			40			44

Training Title	Community Corrections	Correction Enterprise	Juvenile Justice	Prisons	OSDT	Other	Totals
SOP Firearms - 501 Part G - Shotgun Orientation for BCO Basic Training	3			37			40
SOP In-Service Firearms - 501 Part I - Law & Policy Concerning Use of Deadly Force	26	3	5	524	2	17	577
SOP In-Service Firearms - 501 Part II - Firearms Safety	36	5	7	647	3	25	723
SOP In-Service Firearms - 501 Part III - Handgun Proficiency/Requalification Training	32	3	4	608	1	16	664
SOP In-Service Firearms - 501 Part V - Shotgun Proficiency Training	27	3	5	592	1	21	649
Totals	3027	439	623	18924	324	1290	24627

**Student Participation
In the Calendar Year 2015**

Training Title	Community Corrections	Correction Enterprise	Juvenile Justice	Prisons	OSDT	Other	Total
ACJJ - Basic Life Support First Aid (4hrs) (AHA)	3		485	17		16	521
ACJJ - CPR American Heart Association (AHA) Heartsaver Adult CPR With AED (4 hours)	1291	5	515	4013	4	50	5878
ACJJ - Orientation to Individualized Job Responsibilities	13	3	1	1601		18	1636
CPR Training			5	10			15
Developing Test Questions					3		3
DPS - Equal Employment Opportunity (EEOI) Training - Participant Initial Course	29	10	15	290	3	16	363
DPS - Fire Safety (non-certified)	4	215	16	705	1	12	953
DPS - QPR Gatekeeper Suicide Prevention Training	85	3	105	180	1	77	451
EEO Compliance				2			2
Equal Employment Opportunity Institute - Level I	11	4	5	33		2	55
Equal Employment Opportunity Institute - Level II				1			1
Fire Extinguisher Safety				1			1
First Aid & CPR				1			1
HR - NC Employee Gift Ban Training	14	5	1	1722	1	41	1784
JJ - Bloodborne Pathogens	2	23	563	8		5	601
JJ - Fire Extinguisher Training for Facilities			24				24
JJ - Interpersonal Communication Skills - Cultural Diversity	3		58	9		2	72
JJ - Juvenile Justice Professional Ethics in the Workplace	4		121	17		5	147
JJ - RCDT Annual Refresher Training	2		637	5		9	653
JJ - Youth Mental Health First Aid (participant training)			20		2		22
OSDT - American Heart Association (AHA) Basic Life Support (BLS) Instructor Training Program (8 Hours)		1		16			17
OSDT - American Heart Association (AHA) Heartsaver (Instructor Refresh)	1			18			19
OSDT - Basic Correctional Officer School					1300		1300

Training Title	Community Corrections	Correction Enterprise	Juvenile Justice	Prisons	OSDT	Other	Total
OSDT – Basic Correctional Officer School Exam (current version)					1236		1236
OSDT - Cell Extraction Instructor Training Program				23	1		24
OSDT - Concealed Carry Handgun (CCH)	30			4	1	2	37
OSDT - Concealed Carry Handgun (CCH) Legal Considerations & Safety	27			4	1	2	34
OSDT - Controls, Restraints and Defensive Techniques (CRDT) Instructor Training Program	6			21	1		28
OSDT - Controls, Restraints and Defensive Techniques (CRDT) Instructor Training Program Instructor Candidate Pre-Qualification	10			27	1		38
OSDT - Controls, Restraints and Defensive Techniques (CRDT) Phase II - Advanced Strikes/Pressure Points	14	2	1	3682		7	3706
OSDT - Controls, Restraints and Defensive Techniques (CRDT) Phase IV - Advanced Offender Controls	35			59		3	97
OSDT - Controls, Restraints and Defensive Techniques (CRDT) Phase V - Weapons Retention	355			37			392
OSDT - Correctional Leadership Development Program	5	3	5	5		2	20
OSDT - Corrections Specialized Firearms Instructor Prequalification (600)	9			21			30
OSDT - CRDT Instructor Training Program - Update 2014 (Phase VI and Mandatory Instructor Review)				23			23
OSDT - DACJJ Correctional Firearms Instructor Training Program	7			23			30
OSDT - DACJJ Firearms Handgun Remedial Training For DACJJ Staff	663		1	428		1	1093
OSDT - DACJJ Firearms Remedial Safety Training For DACJJ Staff	66			372		1	439
OSDT - DACJJ Firearms Shotgun Remedial Training For DACJJ Staff	4			357		1	362
OSDT - Employee Fitness and Wellness (initial)	840	20	55	4366	2	34	5317
OSDT - Employee Fitness and Wellness (refresher)	7	2	1	3576		5	3591
OSDT - Field Training Coordinator Orientation conducted by OSDT				11			11
OSDT - Firing Range Safety & Orientation				34			34

Training Title	Community Corrections	Correction Enterprise	Juvenile Justice	Prisons	OSDT	Other	Total
OSDT - First Steps to Supervision Leadership Course	1	7	1	78		2	89
OSDT - Fitness Instructor (32 hour) Conversion Training Program				13	2		15
OSDT - Fitness Instructor Training Program - Prequalification					26		26
OSDT - General Instructor Exam Retake	1			5			6
OSDT - General Instructor Training Orientation (Web-based)	3			12			15
OSDT - General Instructor Training Program	6	2	3	13			24
OSDT - General Instructor Training Program (TIER COMMUNITY COLLEGE)	14		3	30			47
OSDT - Gift Ban Instructor Program				10			10
OSDT - Juvenile Justice Court Counselor School					227		227
OSDT - Juvenile Justice Officer Training School					267		267
OSDT - Microsoft PowerPoint for General Instructor Training	31	2	10	81	34		158
OSDT - Microsoft Word for General Instructor Training	35	2	10	92	25		164
OSDT - NCJA Concealed Carry Handgun (Participant)	13			22	8	1	44
OSDT - OC Aerosol Projectors Instructor Training Program (Security Services)	6			16	3	3	28
OSDT - Overview of the NCDPS Division of Adult Correction	21	8	3	2571	1	53	2657
OSDT - Peak Performance Leadership Course	35	6	9	42	5	9	106
OSDT - Probation Parole Officer School					360		360
OSDT - Probation Parole Officer School Exam (current version)					339		339
OSDT - Restraints, Controls and Defensive Techniques (RCDT) Instructor Training Program			6		2		8
OSDT - Smith & Wesson M&P Pistol Armorer	24			8	37		69
OSDT - Smith & Wesson M&P Shield Armorer	4			3	3	2	12
OSDT - Staff & Offender Relations - Maintaining Professional Boundaries (instructor training)	43		6	59	3	5	116

Training Title	Community Corrections	Correction Enterprise	Juvenile Justice	Prisons	OSDT	Other	Total
OSDT - Staff & Offender Relations - Maintaining Professional Boundaries (participant in-service training)	1854	79	123	12122	3	201	14382
OSDT - Unlawful Workplace Harassment (UWPH) - Instructor Training Program	24	1	7	87	7	1	127
OSDT - Unlawful Workplace Harassment (UWPH) - Initial Participant Course	152	7	3	2366		47	2575
OSDT In-Service - Unlawful Workplace Harassment (UWPH) - Refresher Course for DPS Staff	2128	52	58	9584	2	145	11969
OSDT - Verbal Judo - Verbal Defense & Influence for NCDPS Staff				5			5
OSDT - Wellness Instructor Training Program	21	2	14	45	15	5	102
OSDT - Workplace Differences (instructors)					16		16
OSDT - Workplace Differences (participants)	12						12
OSDT In-Service - Controls, Restraints and Defensive Techniques (CRDT) Phase I - Annual Refresher Training	1889	3	24	8029	2	39	9986
OSDT In-Service - Controls, Restraints and Defensive Techniques (CRDT) Phase VI - Advanced Techniques	1464	1	12	4333	2	29	5841
OSDT In-Service - SOP/SCC Block of Professional Ethics in the Workplace	839	10	8	10762	1	115	11735
PREA - Sexual Abuse and Harassment Investigations - Understanding Sexual Violence				107			107
PREA - Sexual Abuse and Sexual Harassment (SAH) 201	9	1	127	1619		4	1760
PREA - Sexual Abuse and Sexual Harassment 101	135	58	313	9633	1	91	10231
SAF - Hazard Communication Program	16	317	1	2422		49	2805
SAF - Occupational Exposure to Infectious Diseases (BBP) - Instructor Training Program (Safety)	5		12	82			99
SAF In-Service- Occupational Exposure to Infectious Diseases (BBP)	46	250	16	10694	1	69	11076
SCC - OC Pepper Spray (SCC Initial)	344			200		1	545
SCC - OC Pepper Spray (SCC Refresher)	1980		4	20		16	2020
SCC - Office Safety/Security (901)	32	7	72	82	1	7	201

Training Title	Community Corrections	Correction Enterprise	Juvenile Justice	Prisons	OSDT	Other	Total
SCC - Officer / Offender Relations - Offender Supervision (936)	404		1	4		8	417
SCC - Officer/Probationer/Parolee Relations: Interview Techniques (931)				4		2	6
SCC - Probation Officer Community Threat Group (CTG) Training	304		3				307
SCC - Report Writing (943)	34						34
SCC Firearms - 400 Part IA - Legal Considerations	1868		3	18		14	1903
SCC Firearms - 400 Part IB - Firearms Safety	4769		10	92	1	68	4940
SCC Firearms - 400 Part II - Handgun Requalification	174			5		1	180
SCC Firearms - 400 Part III - Handgun Proficiency	1663		2	12		22	1699
SCC Firearms - 400 Part III - Menu A - Situational Decision Making	488			19		2	509
SCC Firearms - 400 Part III - Menu B - Situational Decision Making				2		1	3
SCC Firearms - 400 Part III - Menu C - Situational Decision Making	1314		5	112	1	22	1454
SCC Firearms - 400 Part IV - Low Limited Light Qualification	1821		2	17		16	1856
SCC Firearms - 400 Part V - Handgun Care and Maintenance	1082		1	2		11	1096
SCC Firearms - 400 Part VI - Handgun Orientation for PPO Basic Training	393		1	4			398
SOP - Cell Extraction Training Program - Initial Participant Course	8			2500		3	2511
SOP - Cell Extraction Training Program Refresher Course				357			357
SOP - Concealed Carry for Certified Staff	2			127			129
SOP - Contraband and Techniques of Search (816-A)	2	15	1	365		7	390
SOP - Evidence Based Practices For Case Management (participants only)	10			294		7	311
SOP - Healthcare Provider CPR Training (Health Services)	8			680	5	18	711
SOP - Introduction to Contraband	28	57	3	3757	1	131	3977
SOP - Introduction to Prisons	7	3		518		10	538
SOP - Management and Supervision of Inmates (809 Part I)	3	14		403		10	430
SOP - Mechanical Restraints - Handcuffing (832)	2			546		1	549

Training Title	Community Corrections	Correction Enterprise	Juvenile Justice	Prisons	OSDT	Other	Total
OSDT - Safariland Monadnock Expandable Baton (MEB) Instructor Training Program				11	1		12
SOP - Monadnock Expandable Baton (MEB) Initial Participant Course				167			167
SOP In-Service - Monadnock Expandable/Rigid Baton (MEB) Annual Refresher	24	3	6	7887	1	14	7935
SOP - Expandable/Rigid Baton Advanced Techniques 4 Hours				280		1	281
SOP - Monadnock Expandable Baton (MEB) Transition: Rigid Baton to Expandable Baton (1 Hour)				8			8
SOP - Multi-Cultural Awareness (809 Part III)	4	9		409		16	438
SOP - OC Pepper Spray (SOP Initial)	26	2	1	1925		10	1964
SOP - OC Pepper Spray (SOP Refresher)	25	3	5	7965	1	14	8013
SOP - Orientation for Correctional Agents	3	28		93		48	172
SOP - Prison Emergency Operations - Hostage (822 Part I)	26	41	3	2869	1	70	3010
SOP - Prison Security Functions (804)	23	24	2	2634	1	67	2751
SOP - Promotional Exam Review - 16 Hours (SOP)	2			714		1	717
SOP - Radio Communications				13			13
SOP - Report Writing (807)	2		1	194	1	11	209
SOP - Role of Correctional Witness (824)		13		37			50
SOP - Self-Injurious Behavior for Health Services Staff (Health Services)				13			13
SOP - Supervision of Medium Custody Highway Work Squads				35			35
SOP - Transporting Inmates (825)				11			11
SOP - TSA: Law Enforcement Officers Flying Armed Training						7	7
SOP - Understanding Inmate Behavior (821)	3	1	1	119		6	130
SOP Firearms - 501 Part A - Low Limited Light Familiarization/Qualification				48		7	55
SOP Firearms - 501 Part B - Situational Decision Making				122			122
SOP Firearms - 501 Part F - Handgun Orientation for BCO Basic Training	8			181			189

Training Title	Community Corrections	Correction Enterprise	Juvenile Justice	Prisons	OSDT	Other	Total
SOP Firearms - 501 Part G - Shotgun Orientation for BCO Basic Training	3			169			172
SOP In-Service - Prison Emergency Operations - Emergency Identification and Prevention (822 Part II)	43	11	6	10738	1	89	10888
SOP In-Service - Prison Emergency Operations - Fire Safety (822 Part III)	39	74	7	9879	1	52	10052
SOP In-Service - Safe Search Practices (816-B)	24	3	5	7627	1	12	7672
SOP In-Service - Security Threat Groups within Adult Correction	120	24	5	8602	2	43	8796
SOP In-Service - Self-Injurious Behavior (SIB) Prevention Annual Refresher	47	49	8	11551	2	125	11782
SOP In-Service Firearms - 501 Part I - Law & Policy Concerning Use of Deadly Force	28	3	5	9162	2	37	9237
SOP In-Service Firearms - 501 Part II - Firearms Safety	42	54	7	10328	3	41	10475
SOP In-Service Firearms - 501 Part III - Handgun Proficiency/Requalification Training	50	3	4	8733	1	28	8819
SOP In-Service Firearms - 501 Part V - Shotgun Proficiency Training	34	3	5	8664	1	48	8755
Totals	29687	1548	3582	217995	3979	2306	259097

Appendix C



OSDT Training Locations

OSDT TRAINING LOCATIONS

Western Foothills Regional Training Center

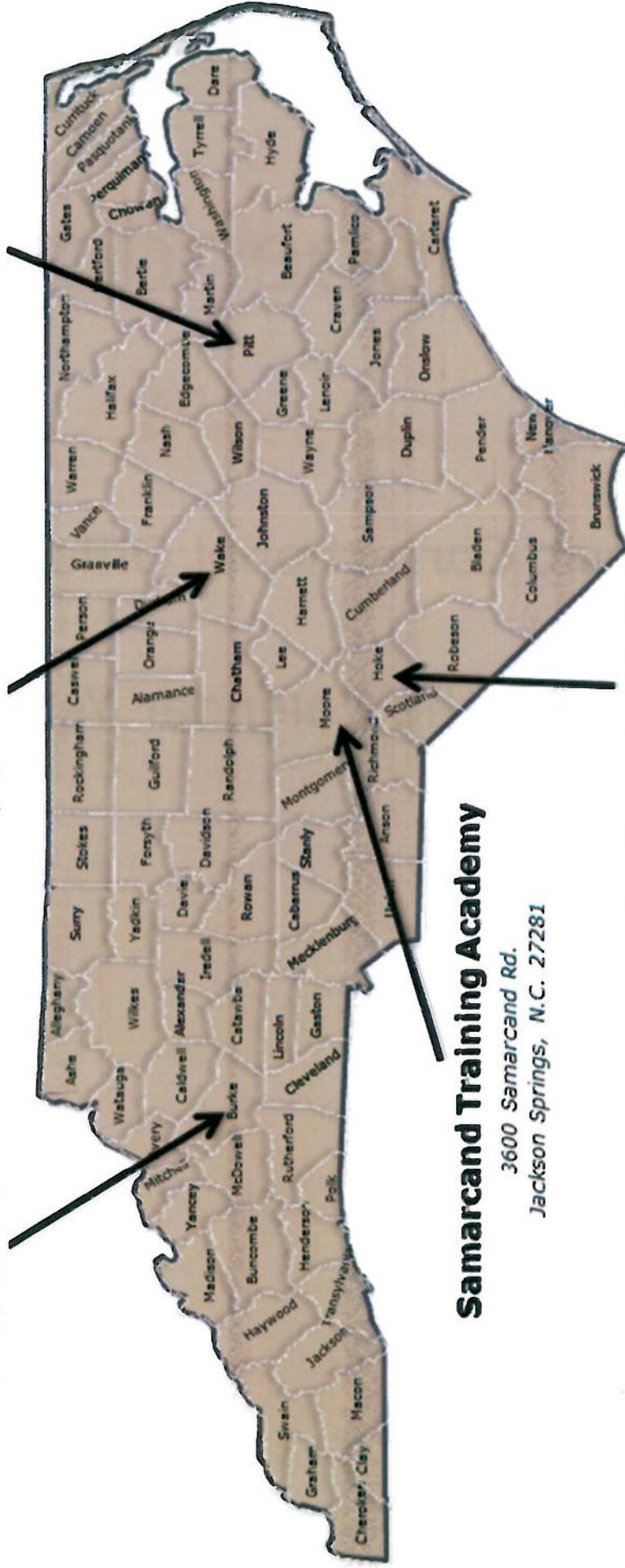
309 Colombo Street SW, Suite 103
Valdese, N.C. 28690

Central Regional Training Center

2211 Schieffelin Road
Apex, N.C. 27502

Eastern Regional Training Center

2241 Dickinson Avenue
Greenville, N.C. 27834



Samarcaud Training Academy

3600 Samarcaud Rd.
Jackson Springs, N.C. 27281

Southern Coastal Regional Training Center

180 Sandhills Drive
Raeford, N.C. 28376

Appendix D



Basic Correctional Officer Syllabus

For the Calendar Year 2015

BASIC CORRECTIONAL OFFICER TRAINING

COURSE HOURS For the Calendar Year 2015

Course No.	Title	Hours
FIREARMS		
100	Firearms Safety	2
101	Handgun Familiarization/Proficiency	14.5
102	Shotgun Familiarization/Proficiency	6.5
103	Low/Limited Light	3
Totals		26
EMPLOYEE RELATIONS		
110	The North Carolina Prisons Employee	2
111	Report Writing	2
112	You and the Law	4
113	Unlawful Workplace Harassment	2
114	Staff and Inmate Relations	4
115	Career Survival: Integrity and Ethics in the NC DPS Workplace	2
Totals		16
PRISON OPERATIONS		
120	Prison Security Functions and Procedures	4
121	Contraband and Techniques of Search	10
122	Hostage	2
123	Prison Emergencies: Prevention and Response	4
124	Transporting Inmates	6
Totals		26
PSYCHOMOTOR SKILLS		
130	Basic Expandable Baton	6
131	Mechanical Restraints: Handcuffing	3
132	Tactical Handcuffing	3

Course No.	Title	Hours
133-1	CRDT	20
133-2	Edged Weapons Defense	3
133-3	Weapons Retention	2
134	Employee Fitness and Wellness	6
Totals		42
BASIC LIFE SUPPORT		
135-1	CPR	4
135-2	First Aid	4
Totals		8
THE PRISON CULTURE		
140	Management & Supervision of Inmates	8
141	Understanding Inmate Behavior	11
142	Cultural Awareness	1
143	Security Threat Groups	4
144	Multi-Generational Workforce	3
145	Understanding Workplace Differences	4
Totals		31
ADMIN. MATTERS, REVIEW & TESTING		
	Review	8
	Admin Matters/Examination	2
Totals		10
ATTACHMENTS		
001	Orientation	1
002	Drill and Ceremonies	4
003	OSDT Exercise Program (included in CRDT)	
Totals		5
Total Course Hours		165

BASIC CORRECTIONAL OFFICER TRAINING

COURSE DESCRIPTIONS

For the Calendar Year 2015

Based on task analysis, the Correctional Officer Basic Training Program is validated as job-related to Correctional Officers' work performed in North Carolina Department of Public Safety - Division of Adult Correction and Juvenile Justice - Prisons. The program's design and development derives from validated task analysis data and information obtained by the Correctional Officer Job Task Analysis Project conducted during the period 1983 through 1984.

The Correctional Officer Basic Training Program consists of a total of four (4) consecutive weeks of training. The programs include training in the concepts, knowledge and skills required by Correctional Officers for work performance at the Basic or entry-level.

Basic Training programs for employees are mandated by North Carolina General Statute 17C, by regulations of the North Carolina Criminal Justice Education and Training Standards Commission (12NCAC9) and by policy of the North Carolina Department of Public Safety Division of Adult Correction. The following are descriptions of Correctional Officer Basic Training courses.

Firearms

Firearms Safety (100)

To review/reinforce firearms safety procedures and prepare officers to participate safely in firearms training and to carry, handle and use firearms safely in duty situations.

Handgun Familiarization/Proficiency (101)

To provide Correctional Officers with the basic knowledge, skill and ability to safely and effectively carry and employ the standard handgun weapon system.

Shotgun Familiarization/Proficiency (102)

To prepare officers to carry and use the Division standard shotgun safely and effectively on duty.

Low/Limited Light (103)

The purpose of this training is to familiarize officers with low/limited light carry and use of Division standard firearms.

Employee Relations

The North Carolina Prisons Employee (110)

The objective of this course is to provide officers with a general understanding of Basic Training, rules of employee conduct and personnel procedures.

Report Writing (111)

To provide Correctional Officers with instruction and practice in report writing methods and techniques which involve writing by correctional staff; becoming familiar with and practicing, preparing and completing standard report forms.

You and the Law (112)

Provide correctional officers with an understanding of their legal rights, responsibilities, and authority as prescribed by Department of Public Safety's regulations and state and federal law, as well as the nature and extent of the rights of prison inmates during their incarceration as prescribed by state and federal law and the United States Constitution.

Unlawful Workplace Harassment (113)

To provide Officers with a clear understanding of the North Carolina Department of Public Safety's Zero tolerance for Unlawful Workplace Harassment.

Staff and Inmate Relations (114)

To provide Officers with the skills and knowledge for maintaining professional boundaries in their relationships with inmates.

Career Survival: Integrity and Ethics in the NC DPS Workplace (115)

The purpose of this training is to provide the basic trainee with an historical review of integrity and ethics, an overview of the North Carolina Department of Public Safety Division of Adult Correction & Juvenile Justice (DACJJ) Professional Standards Office and provide practice with making ethical decisions.

Prison Operations

Prison Security Functions and Procedures (120)

To provide the correctional officer with a general introduction of the routine, daily security functions and procedures used by Prisons.

Contraband and Techniques of Search (121)

To provide officers with a general understanding of contraband and the necessary skills to conduct searches within a prison facility.

Hostage (122)

To provide Correctional Officers with an understanding of a hostage situation.

Prison Emergencies: Prevention and Response (123)

To prepare correctional staff to respond to prison emergencies in a safe, effective and lawful manner.

Transporting Inmates (124)

To provide correctional officers with a basic understanding of policies, procedures, and techniques involved in transporting inmates and in the use of standard prison radios.

Psychomotor Skills

Basic Expandable Baton (130)

This course will provide basic expandable baton techniques to Correctional Officers who are assigned in areas where the use of an expandable baton is authorized to control inmates. This course will provide officers with an understanding of the use of force policy relating to the expandable baton as well as introducing the officers to the Escalation of Trauma Chart and the explanation of target areas. The officer will learn the counter-striking techniques utilizing an Expandable Baton as well as blocking techniques that will assist the officer in a duty situation.

Mechanical Restraints: Handcuffing (131)

To provide Correctional Officers with a basic understanding of policies, procedures, and techniques involved in the use of handcuffs, four-point restraints and full restraints.

Tactical Handcuffing (132)

To provide Correctional Officers with a practical method of applying handcuffs with speed, utilizing a tactical approach to assist in inmate control and officer safety. The types of inmate behavior and the tactical considerations will also be discussed.

Controls Restraints, Defensive Techniques (133-1)

To provide Officers with the basic knowledge of controls, restraints and defensive techniques which will help them handle violent inmate, withstand personal attacks, and work effectively in emergency situations.

CRDT - Edged Weapons Defense (133-2)

To provide Correctional Officers with defensive and control techniques for encounters with edged weapon assaults from inmates.

CRDT - Weapons Retention (133-3)

To present to the officer an advanced level of defensive and control techniques when armed with a weapon. These techniques will increase the officer's ability to successfully defend against physical attack and retain control of their weapon.

Employee Fitness and Wellness (134)

To introduce officers to information on wellness, health, fitness, nutrition, and disease prevention which in turn, if followed, will hopefully improve individual wellness and enhance job performance.

Basic Life Support

CPR (135-1)

The American Heart Association Heartsaver CPR/AED course is designed to teach one-rescuer CPR/AED for the unconscious adult victim and relief of Foreign-Body Airway Obstruction (FBAO)/Choking for the conscious adult victim.

First Aid (135-2)

The American Heart Association Heartsaver First Aid Course is designed to provide a framework for learning basic skills that may save a life or prevent further injury. You will learn First aid basics and how to provide first aid for medical emergencies, injury emergencies and environmental emergencies through the Student Workbook and course video.

The Prison Culture

Management & Supervision of Inmates (140)

To provide employees with a general understanding of what constitutes effective supervision of inmates.

Understanding Inmate Behavior (141)

The purpose of this training is to instruct Officers in basic concepts of behavior, human needs, and factors influencing inmate behavior. How inmates are organized and their interactions within the prison society will be discussed. Emphasis will be given to assist the correctional employee in the identification and reporting of emotional disturbance and suicidal behavior, identifying and managing inmates with special needs in a corrections setting. Officers will learn to examine signs and symptoms used in detecting possible mental health issues and use communications skills to improve interaction with mental health inmates.

Cultural Awareness (142)

To provide correctional officers an overview of multi-cultural issues and an understanding of the existing cultural differences between persons of diverse ethnic backgrounds. Emphasis should be placed on the strategies of dealing with different groups.

Security Threat Groups (143)

To provide employees with the necessary information to be able to identify Security Threat Groups and Security Threat Group Members in the prison facility.

Multi-Generational Workforce (144)

The objective of multi-generational awareness is to increase awareness of the development of generational characteristics, core values, and belief systems influencing the correctional environment and to identify generational expectations, needs, and strengths as a resource for solutions and not as a source of inter-generational conflict.

Understanding Workplace Differences (145)

The goal of these assessments is to help you become aware of your behaviors and the impact they can have on others. Then by practicing suggested behavior changes, you can enhance the relationships that otherwise have been a strain and to seek to better understand ways to break down barriers that are affecting workplace efficiency.

Administrative Matters, Review, and Testing

Officers will have an opportunity to attend review sessions and have practical skills testing in preparation for the final examination for this block of training.

Attachments

E-Manual Orientation (001)

To provide NC Department of Public Safety employees with an orientation to the utilization of the e-Manual and associated software to be used in Basic Correctional Officer Training.

Drill and Ceremonies (002)

This course will provide Office of Staff Development and Training Instructors a standard for the structured and orderly movement of trainees from one place to another while attending training at all OSDT training sites. This lesson plan will explain the expectations of the OSDT Management Team as it pertains to the movement of trainees. This training will demonstrate the various facing movements that will be utilized when moving trainees from one point to another which will ultimately instill discipline, teamwork and pride within the new employee. This training will also provide the instructor with the proper procedures to be utilized when dismissing trainees from the classrooms.

OSDT Exercise Program (003)

This information promotes the importance of a regular warm-up and stretching program during any physical training conducted during OSDT Training.

Appendix E



Basic Probation/Parole Officer Syllabus

For the Calendar Year 2015

Appendix E



Basic Probation/Parole Officer Syllabus

For the Calendar Year 2015

PROBATION/PAROLE OFFICER BASIC TRAINING

COURSE HOURS For the Calendar Year 2015

Course No.	Title	Hours
ORIENTATION TO PPO BASIC TRAINING		
PPO106	Orientation and Administration for P/P Officer	2
Totals		2
LEGAL CONSIDERATIONS FOR THE PPO		
PPO104-I	Probation Law: Violations, Sanctions, Hearings	6
PPO104-II	Probation Law: Arrest, Search, Seizure	10
PPO108	Justice Reinvestment Act	2
PPO115	Parole Law	2
PPO117	Processing New Parole Cases	2
Totals		22
OFFICER-OFFENDER RELATIONS		
PPO105	I Public Speaking	2
PPO105	II Interpersonal Communications	4
PPO120	Understanding Offender Behavior	4
PPO122	De-Escalating Aggressive Behavior	2
PPO125	Crisis Intervention /Domestic Disputes	4
PPO130	Supervising Substance Abuse Cases	2
PPO136	Offender Supervision	6
PPO140	Counseling Methodologies (Gangs)	2
Totals		26
ADMINISTRATIVE/OFFENDER MANAGEMENT		
PPO107	Targeting Offender Needs	2
PPO111	Case Management	6
PPO118	Parole Violations/Revocations	4

Course No.	Title	Hours
PPO127-I	Processing Probation Cases	4
PPO127-II	Interstate Compact	2
PPO129	Closing Cases	4
PPO137	Employee Fitness & Wellness	4
Totals		26
DEFENSIVE PROTECTION		
PPO128	Arrest Procedures	8
PPO133-I	Controls, Restraints, Defensive Techniques	18
PPO133-II	CRDT (Advanced)	14
PPO133-III	Weapons Retention/Disarming Techniques	4
Totals		44
COURTROOM PREPARATION AND DEMEANOR		
PPO114	Moot Court	4
PPO132	Role of the Probation/Parole Witness	2
Totals		6
DRUG ID		
PPO112	Drug Identification	4
Totals		4
BASIC LIFE SUPPORT		
PPO135-I	CPR	4
PPO135-II	First Aid	4
Totals		8
PERSONAL/PROFESSIONAL CONDUCT		
PPO113	Unlawful Workplace Harassment	2
PPO138	Career Survival: Integrity and Ethics	2
PPO139	Staff/Offender Relationships	4
Totals		8
PPO BASIC FIREARMS		
PPO100-IA	Legal Considerations	2
PPO100-IB	Handgun Safety	2

Course No.	Title	Hours
PPO100-II	Familiarization and Qualification	13
PPO100-III	Situational Decision Making	12
PPO100-IV	Introduction to Low/Limited Light	7
PPO100-V	Handgun Care and Maintenance	2
Totals		38
EVIDENCE-BASED PRACTICES		
PPO124-I	Understanding Anti-Social Thinking	2
PPO-124-III	Motivational Interviewing	4
PPO-124-IV	Field Learning Opportunities	4
Totals		10
ADMIN. MATTERS, REVIEW & TESTING		
	Review	
	Practical Skills Testing	
	Admin Matters/Examination	
Totals		22
Total Course Hours		216

PROBATION/PAROLE OFFICER BASIC TRAINING

COURSE DESCRIPTIONS

For the Calendar Year 2015

The Probation/Parole Officer Basic Training curriculum is compiled of 215 hours of instruction divided in 12 topical areas plus review and testing. The courses provide an understanding of the structure and operations of the Community Corrections. This program is designed for completion in 5 consecutive weeks, with approximately 40 hrs of training each week. Essential concepts, knowledge, skills directly related to the job requirements for an officer as identified by the task analysis will also be discussed. Course objectives relate back directly to the essential job functions and job tasks as identified in the task analysis. Trainees scheduling is through SCC and OSDT basic training.

Orientation to PPO Basic Training

Orientation and Administration for the Probation/Parole Officer (PPO106)

To provide the student with an orientation to the training site, the student's professional behavior, class schedules and training expectations to successfully complete basic training.

Legal Considerations for the PPO

Probation Law: Violations/Sanctions/Hearings (PPO104-I)

This course will provide the Probation/Parole Officer with a basic understanding of probation violations, the duties of an officer when violations occur and a review of SCC policy and procedure regarding violations.

Probation Law: Arrest, Search and Seizure (PPO104-II)

To provide Probation/Parole Officers with a thorough knowledge of the DCS-C policy and procedure for the search of a probation violator and the seizure of physical evidence.

Justice Reinvestment Act (PPO 108)

To provide trainees with information on the needs of an offender and Intervention Strategies and how the use of these strategies is essential in lowering recidivism.

Parole Law (PPO 115)

To provide the Probation/Parole Officer information about the organization, General Statutes, the post-release and parole process, investigations and types of Executive clemency.

Processing New Parole Cases (PPO117)

To inform the Probation/Parole Officer of the procedures, duties, policies and responsibilities of the processing and supervision of new post release/parole cases.

Officer-Offender Relations

Public Speaking (PPO105-I)

To provide Probation/Parole Officers with an opportunity to become more at ease in public speaking and presenting oral reports.

Interpersonal Communications (PPO105-II)

To provide the Probation/Parole Officer with the basic knowledge and strategies in communicating with offenders from different cultural backgrounds.

Understanding Offender Behavior (PPO120)

To provide trainees with a basic understanding of four (4) theories of criminal behavior, some attributes of types of probationers/parolees they may encounter, and ideas for treatment based on different theories of criminal behavior as well as identifying motives and needs that may cause criminal behavior.

De-Escalating Aggressive Behavior (PPO122)

To present to the student an overview of basic techniques to identify aggressive behavior and actions necessary in de-escalating aggressive behavior.

Crisis Intervention and Domestic Disputes (PPO125)

To provide Probation/Parole Officers with a basic understanding in the area of Crisis Intervention and to teach them skills in counseling offenders in crisis and with offenders involved in domestic disputes.

Supervising Substance Abuse Cases (PPO130)

To provide the Probation and Parole Officer with a basic understanding of the strategies and tools available to them for supervising substance abuse cases.

Offender Supervision (PPO 136)

To teach Probation/Parole Officers the basic elements of supervising offenders in the different stages of supervision and the required contacts under each supervision level.

Counseling Methodologies (Gangs) (PPO140)

This block of instruction is designed to present the Probation/Parole Officer with information to assist in identifying, documenting and supervising offenders with gang affiliation or memberships.

Administrative/Offender Management

Targeting Offender Needs (PPO107)

To provide trainees with information on the needs of offenders and Intervention Strategies, and how the use of these strategies is essential in lowering recidivism.

Case Management (PPO111)

To provide Probation and Parole Officers with a basic understanding of the principles, strategies and techniques associated with case management. Officers will discuss the risk/needs process in order to develop skills, knowledge and abilities to effectively manage and assist the offender population.

Parole Violations and Revocations (PPO118)

To familiarize the Probation/Parole Trainee with the aspects relating to – the Division of Community Supervisions policies on the Post-Release Supervision and Parole Commission procedures and responsibilities in dealing with post-release supervision violations and parole violations.

Processing Probation Cases (PPO127-I)

To train the new Probation/Parole Officer to correctly process new cases received from the court system and discuss what types of cases the officer may be responsible for supervising.

Interstate Compact for Adult Offender Supervision (PPO127-II)

To present to the student an introduction to Interstate Compact Cases.

Closing Cases (PPO129)

To provide Probation/Parole Officers with a basic understanding of the responsibilities in closing probation cases by any means requested or approved by the court.

Employee Wellness (PPO137)

To introduce officers to information on wellness, health, fitness, nutrition, and disease prevention which in turn, if followed, will hopefully improve individual wellness and enhance job performance.

Defensive Protection

Arrest Procedures (PPO 128)

To provide the procedures for apprehending probation and parole violators. This will include the hands on use of restraints, and the application of the arrest.

Controls, Restraints, Defensive Techniques (PPO133-I)

To provide Officers with the basic knowledge of controls, restraints and defensive techniques which will help them handle violent offenders, withstand personal attacks, and work effectively in emergency situations.

CRDT (Advanced) (PPO133-II)

To provide Probation and Parole Officers with the knowledge and skills necessary to perform advanced defensive techniques in order to defend themselves in the event of an attack on their person.

Weapons Retention and Disarming Techniques (PPO133-III)

To provide Probation and Parole Officers with skills to protect and maintain control of their handgun in order to prevent the weapon from being used against them or citizens. As well as providing these officers with skills to regain control of their weapon, should it be taken, or to possibly disarm an armed aggressor.

Courtroom Preparation and Demeanor**Moot Court (PPO114)**

To demonstrate proper court functioning of a Probation/Parole Officer in a probation violation hearing through a role play Moot Court exercise.

Role of the Probation/Parole Witness (PPO132)

To provide the Probation/Parole Officer with basic information on courtroom procedures and how one should present themselves in and around the courthouse.

Drug Id**Drug Identification (PPO112)**

This block of instruction will provide the Probation/Parole Officer with basic information to assist in identification of commonly used drugs and paraphernalia and discuss the laws associated with defrauding substance abuse screening tests.

Basic Life Support**CPR (PPO135-I)**

The American Heart Association Heartsaver CPR/AED course is designed to teach one-rescuer CPR/AED for the unconscious adult victim and relief of Foreign-Body Airway Obstruction (FBAO)/Choking for the conscious adult victim.

First Aid (PPO135-II)

The American Heart Association Heartsaver First Aid Course is designed to provide a framework for learning basic skills that may save a life or prevent further injury. You will learn First aid basics and how to provide first aid for medical emergencies, injury emergencies and environmental emergencies through the Student Workbook and course video.

Personal/Professional Conduct

Unlawful Workplace Harassment Policy and Sexual Harassment Education (PPO113)

To provide Officers with a clear understanding of the North Carolina Department of Public Safety's Zero tolerance for Unlawful Workplace Harassment.

Professional Ethics in the Workplace (PPO138)

The purpose of this training is to provide the basic trainee with an historical review of integrity and ethics, an overview of the North Carolina Department of Public Safety Division of Adult Correction & Juvenile Justice (DACJJ) Professional Standards Office and provide practice with making ethical decisions.

Staff and Offender Relationships (PPO139)

To provide Department of Public Safety employees with the skills and knowledge for maintaining professional boundaries in their relationships with offenders.

PPO Basic Firearms

Legal Considerations (PPO100-IA)

To review policies and laws related to the use of force and the carry and use of firearms by Probation/Parole Officers in order to maintain and enhance officer understanding and performance.

Handgun Safety for the Intermediate Officer (PPO100-IB)

To provide an understanding of the importance of following Handgun Safety Precautions used by the North Carolina Department of Public Safety and enhance trainee safety during firearms training.

Familiarization and Qualification Course (PPO100-II)

To provide Officers with the basic knowledge, skill and ability to safely and effectively carry and deploy the Division of Adult Correction and Juvenile Justice standard handgun weapon system.

Situational Decision Making Course of Fire (PPO100-III)

To provide the Probation/Parole Officer with the knowledge and experience to detect, identify and defensively engage a life threatening assailant(s)/threat(s) in a duty situation with the standard handgun.

Introduction to Night Fire (PPO100-IV)

To prepare officers to carry and use the standard handgun weapon system safely and effectively in low/limited light.

Handgun Care and Maintenance (PPO100-V)

To provide instruction and practice in the care and maintenance techniques for the standard handgun weapon system.

EVIDENCE-BASED PRACTICES

Understanding Anti-Social Thinking (PPO124-I)

To provide Probation/Parole Officers with an introduction to Cognitive Behavioral Intervention, Antisocial Thinking and Problem Solving as it relates to the offender.

Motivational Interviewing (PPO124-III)

To present the theories and concepts that are fundamental to Motivational Interviewing.

Field Learning Opportunities (PPO124-IV)

To provide the Probation/Parole Officer an opportunity to identify resources in their communities that will assist them in the daily supervision of offenders.

Administrative Matters, Review, and Testing

Officers will have an opportunity to attend review sessions and have practical skills testing in preparation for the final examination for this block of training.

Appendix F



Juvenile Justice Basic Training
Combined Course Syllabus

For the Calendar Year 2015

JUVENILE JUSTICE OFFICER BASIC TRAINING

COURSE HOURS For the Calendar Year 2015

Course No.	Title	Hours
ADMINISTRATIVE/JUVENILE MANAGEMENT		
JO118	Treatment Program Operations	4
JO119	Maintaining Documentation of Activities & Behaviors	6
	Totals	10
OFFICER-JUVENILE RELATIONS		
JO116	Basic Group Leadership Skills	8
JO121	Crisis Intervention Techniques	8
JO130	Effective Behavior Management	12
	Totals	28
DEFENSIVE PROTECTION		
JO132	Contraband and Search Techniques	2
	Totals	2
MEDICAL CONCERNS & PREPARATION		
JO122	Health Services Overview	2
JO131	Trauma and Delinquents	6
	Totals	8
Total Course Hours		48

JUVENILE JUSTICE OFFICER BASIC TRAINING

COURSE DESCRIPTIONS

For the Calendar Year 2015

Administrative/Juvenile Management

Treatment Program Operations (JO118)

To provide an overview of the history of treatment services and program operations, the research supporting current treatment services and program operations, and current practices in treatment services and program operations in the Division of Juvenile Justice.

Maintaining Documentation of Activities & Behaviors (JO119)

To develop trainee's skill in reading and writing reports and log entries and completing required forms accurately and completely.

Officer-Juvenile Relations

Basic Group Leadership Skills (JO116)

To develop trainee's skill in conducting brief group activities and counseling sessions with small groups of juveniles.

Crisis Intervention Techniques (JO121)

To provide trainees with information and skills in the management of incidents involving youth inside facilities.

Effective Behavior Management (JO130)

To convey several approaches, techniques and expectations which positively influence the behaviors of youth to promote growth, increase accountability and assist youth in developing pro-social skills.

Defensive Protection

Contraband and Search Techniques (JO132)

To provide Juvenile Justice Officers with a general understanding of search procedures necessary to detect and/or deter contraband that may jeopardize the safety and security of the facility from entering a juvenile detention or youth development center.

Medical Concerns and Preparation

Health Services Overview (JO122)

To provide information on the scope and nature of each direct care staff member's responsibility in providing or obtaining essential healthcare for juveniles committed to Juvenile Justice Centers.

Trauma and Delinquents (JO131)

To help Juvenile Justice staff members develop an understanding of how trauma impacts youth and delinquency, and to provide them with the tools and resources to help juvenile delinquents become more resilient.

Administrative Matters, Review, and Testing

Officers will have an opportunity to attend review sessions and have practical skills testing in preparation for the final examination for this block of training.

Appendix G



Juvenile Justice Officer Basic Training Course Syllabus

For the Calendar Year 2015

JUVENILE JUSTICE COURT COUNSELOR BASIC TRAINING

COURSE HOURS For the Calendar Year 2015

Course No.	Title	Hours
ADMINISTRATIVE/JUVENILE MANAGEMENT		
JC101	Roles & Responsibilities of JCC	8
JC115	Juvenile Law	8
JC117	Intake	8
JC120	Risk & Needs Assessment	4
JC111	Report Writing & Documentation	12
Totals		40
OFFICER-JUVENILE RELATIONS		
JC124	Interviewing	6
Totals		28
DEFENSIVE PROTECTION		
JC125	Driver Safety	4
Totals		4
Total Course Hours		50

JUVENILE JUSTICE COURT COUNSELOR BASIC TRAINING

COURSE DESCRIPTIONS For the Calendar Year 2015

Administrative/Juvenile Management

Roles & Responsibilities of JCC (JC101)

To present to Juvenile Court Counselors the roles, responsibilities, duties, and standards from which they operate.

Juvenile Law (JC115)

To present to new Court Counselors Chapter 7B of the NC General Statutes, NC Criminal Law and Procedures and NC Crimes.

Intake (JC117)

To introduce to Juvenile Court Counselors the standards, procedures and policies involved in assessing a juvenile complaint.

Risk & Needs Assessment (JC120)

To present to new Juvenile Court Counselors the NC Assessment of Juvenile Risk on Future Offending, NC Assessment on Juvenile Needs and Assessment Update for Supervision Planning.

Report Writing & Documentation (JC111)

To present to new Juvenile Court Counselors appropriate ways to document juvenile behavior, events, complete forms and create reports related to the job.

Officer-Juvenile Relations

Interviewing (JC124)

To introduce and practice techniques and skills necessary for conducting an effective interview, to Juvenile Court Counselors.

Defensive Protection

Driver Safety (JC125)

To present to new Juvenile Court Counselors the importance of Driver Safety and increase your understanding of the need to reduce distractions while driving.

Administrative Matters, Review, and Testing

Officers will have an opportunity to attend review sessions and have practical skills testing in preparation for the final examination for this block of training.

Appendix H



Juvenile Justice Court Counselor Basic Training Course Syllabus

For the Calendar Year 2015

JUVENILE JUSTICE COMBINED BASIC TRAINING

COURSE HOURS For the Calendar Year 2015

Course No.	Title	Hours
ADMINISTRATIVE/JUVENILE MANAGEMENT		
JJ104	Juvenile Justice Overview	2
JJ109-I	Basic Individual Counseling Skills	16
JJ109-II	Interpersonal Communication Skills	8
JJ109-III	Working with Families	3
JJ110	Characteristics of Delinquents	3
JJ137	Employee Fitness and Wellness	4
Totals		36
OFFICER-JUVENILE RELATIONS		
JJ113	Unlawful Workplace Harassment	2
JJ138	Career Survival: Integrity and Ethics in the NCDPS Workplace	2
JJ139	Staff & Juvenile Relationships	4
JJ140	Gang Awareness	4
Totals		12
DEFENSIVE PROTECTION		
JJ108	Situational Awareness/Risk Assessment	4
JJ133	Restraints, Controls and Defensive Techniques	28
JJ134	Secure Transportation	4
JJ136	Mechanical Restraints	4
Totals		40
MEDICAL CONCERNS & PREPARATION		
JJ112	Mental Health	8
JJ135-I	Basic Life Support/CPR	4
JJ135-II	Basic Life Support/First Aid	4
Totals		16
ADMIN. MATTERS, REVIEW & TESTING		
JJ100	Orientation	2
Totals		2
Total Course Hours		106

JUVENILE JUSTICE COMBINED BASIC TRAINING

COURSE DESCRIPTIONS

For the Calendar Year 2015

The Juvenile Justice Basic Training curriculum is compiled of 204 hours of instruction divided in 12 topical areas plus review and testing. The courses provide an understanding of the structure and operations of the Division of Juvenile Justice. This program is designed for completion in 4 consecutive weeks, with approximately 40 hrs of training each week. The first 2 ½ weeks of the training is for both Juvenile Justice Officers and Juvenile Court Counselors. Essential concepts, knowledge, skills directly related to the job requirements for an officer as identified by the task analysis will also be discussed. Course objectives relate back directly to the essential job functions and job tasks as identified in the task analysis.

Administrative/Juvenile Management

Orientation (JJ100)

To provide the student with an orientation to the training site, review expectations for professional behavior, class schedules and training requirements to successfully complete basic training.

Juvenile Justice Overview (JJ104)

To provide trainees with a general overview of the rules of conduct, personnel policy and procedures and the mission, goals and values of Juvenile Justice.

Basic Individual. Counseling Skills (JJ109 – I)

To develop skill in establishing a helping relationship and in using counseling techniques rooted in a motivational interviewing approach in Juvenile Court Counselors' and Justice Officers' interactions with juveniles.

Interpersonal Comm. Skills (JJ109 – II)

To introduce to Juvenile Court Counselors and Juvenile Justice Officers interpersonal communication skills and techniques necessary to work with a variety of clients, coworkers and agencies.

Working with Families (JJ109 – III)

To enhance Juvenile Justice Officers and Juvenile Court Counselors knowledge and understanding of family dynamics and professional practices that can improve their ability to assist families of delinquent youth.

Characteristics of Delinquents (JJ110)

To provide information about pathways to delinquency, criminogenic risks and needs, protective factors that protect against involvement in criminal activity and characteristics to be expected of delinquent Juveniles.

Employee Fitness and Wellness (JJ137)

To introduce NCDPS Employees to information on wellness, health, fitness, nutrition, and disease prevention which in turn, if followed, will hopefully Improve individual wellness and enhance job performance.

Officer-Juvenile Relations

Unlawful Workplace Harassment (JJ113)

To provide Officers with a clear understanding of the North Carolina Department of Public Safety's Zero tolerance for Unlawful Workplace Harassment.

Career Survival: Integrity and Ethics (JJ138)

To provide the basic trainee with an historical review of integrity and ethics, an overview of the North Carolina Department of Public Safety Division of Adult Correction & Juvenile Justice (DACJJ) Professional Standards Office and provide practice with making ethical decisions.

Staff & Juvenile Relationships (JJ139)

To provide Juvenile Justice employees with the skills and knowledge for maintaining professional boundaries in their relationships with juveniles.

Gang Awareness (JJ140)

To create and heighten awareness and provide a basic understanding of gang culture, identification and activities.

Defensive Protection

Situational Awareness/Risk Assessment (JJ108)

To train the Juvenile Court Counselor and Juvenile Justice Officer to be aware of situations going on around them, whether in the courthouse, out in the community or anywhere else they may come into contact with their juvenile or their juvenile's family.

Restraints, Controls and Defensive Techniques (JJ133)

To present to Juvenile Justice Officers (JJOs) and Juvenile Court Counselors (JCCs) techniques and tactics for restraints, controls and defensive techniques.

Secure Transportation (JJ134)

To present to new Juvenile Court Counselors and Juvenile Justice Officers knowledge of the requirements and proper procedures for transporting juveniles in custody.

Mechanical Restraints (JJ136)

To provide Juvenile Justice Officers and Juvenile Court Counselors with a basic understanding of procedures and techniques involved in the use and application of Juvenile Justice approved mechanical restraints.

Medical Concerns and Preparation

Mental Health (JJ112)

To provide a general overview of mental health disorders common in adolescence, characteristics of adolescent development and their impact on the juvenile's behavior.

Basic Life Support/CPR (JJ135-I)

The American Heart Association Heartsaver CPR AED course is designed to teach one-rescuer CPR/AED for the unconscious adult victim and relief of Foreign-Body Airway Obstruction (FBAO)/Choking for the conscious adult victim.

Basic Life Support/First Aid (JJ135-II)

Basic Life Support/First Aid (JJ135-II)

The American Heart Association Heartsaver First Aid Course is designed to provide a framework for learning basic skills that may save a life or prevent further injury.

Administrative Matters, Review, and Testing

Officers will have an opportunity to attend review sessions and have practical skills testing in preparation for the final examination for this block of training.

Appendix I



Basic Training Schedules

For the Calendar Year 2015

BASIC CORRECTIONAL OFFICER TRAINING

CLASS CALENDAR For the Calendar Year 2015

Class No.	2015 Class Dates	Training Location
1	01/04 – 02/06	Apex Training Complex – Apex
2	01/04 – 02/06	ERTC, Greenville, NC
3	01/04 – 02/06	SCRTC, McCain
4	01/12 – 02/13	NC Justice Academy, Salemburg
5	01/12 – 02/13	WRTC, Valdese, NC
6	01/12 – 02/13	Lockhart-Taylor Center Wadesboro
7	02/09 – 03/06	Apex Training Complex – Apex
8	02/09 – 03/11	ERTC, Greenville, NC
9	02/09 – 03/06	SCRTC, McCain, NC
10	02/16 – 03/13	WRTC, Valdese, NC
11	02/16 – 03/13	NC Justice Academy, Salemburg
12	02/16 – 03/20	Lockhart-Taylor Center Wadesboro
13	03/09 – 04/10	College of the Albemarle, Edenton, NC
14	03/09 – 04/10	Apex Training Complex – Apex
15	03/09 – 04/10	SECC, Whiteville, NC
16	03/16 – 04/17	WRTC, Valdese, NC
17	03/16 – 04/17	Lockhart-Taylor Center Wadesboro
18	03/16 – 04/17	NC Justice Academy, Salemburg
19	04/13 – 05/08	ERTC, Greenville, NC
20	04/13 – 05/08	Apex Training Complex – Apex
21	04/13 – 05/08	SCRTC, McCain, NC
22	04/20 – 05/15	WRTC, Valdese, NC
23	04/20 – 05/15	Piedmont CC Yanceyville, NC
24	04/20 – 05/15	NC Justice Academy, Salemburg
25	05/11 – 06/12	ERTC, Greenville, NC

Class No.	2015 Class Dates	Training Location
25A	05/11 - 06/12	Roanoke-Chowan CC, Ashoskie, NC
26	05/11- 06/12	SECC, Whiteville, NC
27	05/18 - 06/19	WRTC, Valdese, NC
28	05/18 - 06/19	NC Justice Academy, Salemburg
29	05/18 - 06/19	Samarcand Training Academy
30	05/11 - 06/12	Apex Training Complex - Apex
31	06/15 - 07/17	ERTC, Greenville, NC
32	06/15 - 07/17	SCRTC, McCain NC
33	06/15 - 07/17	WRTC, Valdese, NC
34	06/22 - 07/24	Lockhart-Taylor Center Wadesboro
35	06/15 - 07/17	Apex Training Complex - Apex
36	06/22 - 07/24	NC Justice Academy, Salemburg
37	7/20 - 8/14	College of the Albemarle, Edenton, NC
38	7/20 - 8/14	SECC, Whiteville, NC
39	7/20 - 8/14	WRTC, Valdese, NC
40	7/20 - 8/14	Apex Training Complex - Apex
41	7/27 - 8/21	NC Justice Academy, Salemburg
42	8/10 - 9/04	Samarcand Training Academy
43	8/17 - 9/18	ERTC, Greenville, NC
44	8/17 - 9/18	SCRTC, McCain, NC
45	8/17 - 9/18	WRTC, Valdese, NC
46	8/17 - 9/18	Apex Training Complex - Apex
47	8/24 - 9/25	NC Justice Academy, Salemburg
48	9/14 to 10/9	Samarcand Training Academy
49	9/21 - 10/16	ERTC, Greenville, NC
50	9/21 - 10/16	SCRTC, McCain, NC
51	9/21 - 10/16	WRTC, Valdese, NC
52	9/21 - 10/16	Apex Training Complex - Apex
53	9/28 - 10/23	NC Justice Academy, Salemburg
54	10/12 - 11/06	Samarcand Training Academy
55	10/12 - 11/06	ERTC, Greenville, NC
56	10/12 - 11/06	SCRTC, McCain, NC

Class No.	2015 Class Dates	Training Location
57	10/12 - 11/06	WRTC, Valdese, NC
58	10/19 - 11/20	Apex Training Complex - Apex
59	10/26 - 12/04	NC Justice Academy, Salemburg
60	11/16 - 12/18	Samarcand Training Academy
61	11/02 - 12/11	ERTC, Greenville, NC
62	11/02 - 12/11	SCRTC, McCain, NC
63	11/02 - 12/11	WRTC, Valdese, NC

Total Classes = 62

Total Students Completed = 1233

BASIC PROBATION/PAROLE OFFICER TRAINING

CLASS CALENDAR For the Calendar Year 2015

Class No.	Class Dates 2015	Training Locations
1	01/05 – 02/13	NCJA, Salemburg NC
2	02/16– 03/20	NCJA, Salemburg, NC
2A	02/23 - 03/27	Apex Training Complex
3	03/23– 05/01	NCJA, Salemburg, NC
3A	04/12 - 05/15	Ft. Fisher NGTC
4	05/04– 06/12	NCJA, Salemburg, NC
5	06/15– 07/24	NCJA, Salemburg, NC
6	07/27 - 08/28	NCJA, Salemburg, NC
6A	08/24 - 10/02	Apex Training Complex
7	08/31 - 10/09	NCJA, Salemburg, NC
8	10/05 - 11/06	NCJA, Salemburg, NC
8A	10/05 - 11/06	Ft. Fisher NGTC
8B	10/12 - 11/20	Crossnore FSTC
9	11/2 - 12/18	NCJA, Salemburg, NC

All Community Correction Basic classes beginning on or after July 1, 2012, have been scheduled on the five week training cycle to satisfy the Criminal Justice training requirements for Basic Probation and Parole Officer.

Probation and Parole Officers are required to complete PPO Basic Training (216 Hours) in order to fully perform their required duties and carry a duty weapon. This course satisfies the training requirements for Probation and Parole Officer Basic Training, as mandated by the Criminal Justice Education and Training Standards Commission and certifies these officers to carry a duty weapon.

Total Classes = 14

Total Students Completed= 340

JUVENILE JUSTICE BASIC TRAINING

CLASS CALENDARS

For the Calendar Year 2015

Juvenile Justice Officer (160 hours)

Class No.	Class Dates	Training Locations
JJO1	01/09 - 02/24	NCJA, Salemburg
JJO2	03/12 - 04/20	NCJA, Salemburg
JJO3	05/07 - 06/15	NCJA, Salemburg
JJO4	07/16 - 08/24	NCJA, Salemburg
JJO5	09/10 - 10/12	NCJA, Salemburg
JJO6	10/29 - 12/07	NCJA, Salemburg

Total Classes = 6 Total Students = 90

Juvenile Court Counselor (162 hours)

Class No.	Class Dates	Training Locations
JJC1	01/09 - 03/16	NCJA, Salemburg
JJC3	08/13 - 09/14	NCJA, Salemburg

Total Classes = 2 Total Students = 33

Appendix J



Firearms Instructor Training Syllabus

For the Calendar Year 2015

CORRECTIONAL FIREARMS INSTRUCTOR TRAINING

COURSE HOURS For the Calendar Year 2015

Course No.	Title	Hours
600-01	Course Overview	1
600-02	Legal Considerations for Firearms Instructors	4
600-03	Firearms Training Course	1
600-04	Firearms Safety	3
600-05	Range Operations	3
600-06	Medical Emergencies on the Range	4
600-07	Handgun Training	16
600-08	Introduction to Low/Limited Light Fire	6
600-09	Handgun Care & Maintenance	2
600-10	Advanced Handgun Training	8
600-11	Advanced Handgun Courses of Fire	4
600-12	Shotgun Training	10
600-13	Shotgun Low/Limited Light Training	2
600-14	Cleaning & Maintenance of Shotgun	2
600-15	Special Techniques for the Reluctant/Frightened Shooter	1
600-16	The Shooting Decision	2
600-17	Situational Use of Firearms	2
600-18	Situational Exercises: Day	6
600-19	Situational Exercises: Low/Limited Light	3
	Administrative Matters, Testing and Evaluation	
Total Hours		80

CORRECTIONAL FIREARMS INSTRUCTOR TRAINING

COURSE DESCRIPTIONS

For the Calendar Year 2015

The purpose of this specialized training program is to prepare firearm instructors, using approved lesson plans and training methodology, to train Division of Adult Correction Officers to carry and use firearms lawfully, safely and effectively in the performance of their duties. This program was developed in accordance with 12NCAC 09G .0415 Corrections Specialized Instructor Training – Firearms as established by the North Carolina Criminal Justice Education and Training Standards Commission.

Course Overview (600-01)

The purpose, content, and schedule of the Firearms Instructor program will be explained. The requirements for satisfactory completion of the training program will be reviewed. The requirements for obtaining initial and renewal Firearms Instructor certification will be reviewed. The characteristics of the Firearms Instructor Training Program will be presented.

Legal Considerations for Firearm Instructors (600-02)

Two legal aspects are covered. The first aspect is a thorough survey of law and policy procedures concerning the use of force to prepare the instructor to teach the use of force in firearms training. Of particular importance is teaching in conformity to law and department policy. The second aspect deals with the legal responsibilities of the instructor including the importance of safety on the range, the importance of teaching the standard lesson plans without modification, and the importance of keeping accurate and adequate records of training.

Division of Adult Corrections Firearms Training Courses (600-03)

Identifies the Division of Adult Correction firearms training programs and lesson plans. Provides information on accessing approved lesson plans and materials. Training requirements, standards, and documentation are presented.

Firearms Safety (600-04)

Prepares the instructor candidate to instruct the didactic/lecture/discussion components of firearms safety and presents range safety rules and operations. Under the supervision of instructor trainers, during various segments of this

specialized training program, instructor candidates will participate in the function as range master and instructors for selected components of firearms training that require the candidate to observe, practice, and implement firearms safety.

Range Operations (600-05)

Covers the practical aspects of planning and conducting firearms range training so the instructor candidates will be capable of planning and conducting range training in a safe and effective manner. Standards for firing ranges and divisional equipment are included. Procedures for requesting ammunition and other supplies are included.

Medical Emergencies on the Range (600-06)

A review of possible medical emergencies and first aid for gunshot wounds, powder burns heat strokes, hypothermia, etc.

Handgun Training (600-07)

Prepares the instructor candidates to instruct handgun training for the Division of Adult Correction. Instructor candidates will participate in Division of Adult Correction familiarization and qualification firearms training. Under the supervision of instructor trainers, instructor candidates will be trained in "Coach and Pupil" techniques and function as range master and instructors for selected components of firearms training including the courses of fire. Training delivery, range operations, equipment and administrative requirements are included.

Introduction to/Limited Light (LLL) Fire – Classroom and Range (600-08)

Prepares the instructor candidates to instruct handgun low/limited light training for the Division of Adult Correction. Instructor candidates will participate in Division of Adult Correction familiarization and qualification low/limited light firearms training. Under the supervision of instructor trainers, instructor candidates will participate in and then function as range master and instructors for selected components of firearms training including the courses of fire. Training delivery, range operations, equipment and administrative requirements are included.

Handgun Care and Maintenance (600-09)

Prepares the instructor candidate to clean and field-strip the Division of Adult Correction standard handgun (S&W M&P 40). The fundamentals of handgun mechanics are reviewed. This is not an armorer certification course.

Advanced Handgun Training (600-10)

Prepares the instructor candidate to instruct advanced handgun training for the Division of Adult Correction. Under the supervision of instructor trainers, instructor candidates will be participate in and then function as range master and instructors for selected components of advanced handgun training. Includes advanced handgun techniques and specialized courses of fire for Division of Adult Correction Special

Teams, Probation/Parole Officers and Transportation Officers. Training delivery, range operations, equipment and administrative requirements are included.

Advanced Handgun Courses of Fire (600-11)

Prepares the instructor candidate to instruct advanced handgun training for the Division of Adult Correction. Under the supervision of instructor trainers, instructor candidates will participate in and then function as range master and instructors for selected components of firearms training. Includes advanced handgun techniques and specialized courses of fire for Division of Adult Correction Special Teams, Probation/Parole Officers and Transportation Officers. Training delivery, range operations, equipment and administrative requirements are included.

Shotgun Training- (600-12)

Prepares the instructor candidates to teach the shotgun training for Division of Adult Correction. Under the supervision of instructor trainers, instructor candidates will participate in and then function as range master and instructors for selected components of firearms training. Included will be shotgun safety procedures and operation. Also included will be equipment requirements and ranger operations. Training delivery, range operations, equipment and administrative requirements are included.

Shotgun Low/Limited Light Training Fire - Range (600-13)

Prepares the instructor candidates to instruct shotgun low/limited light training for Division of Adult Correction Under the supervision of instructor trainers, instructor candidates will participate in and then function as range master and instructors for selected components of low/limited light firearms training including the courses of fire. Training delivery, range operations, equipment and administrative requirements are included.

Care and Maintenance of the Shotgun (600-14)

Prepares the instructor candidate to clean and field-strip the Division of Adult Correction standard shotgun (Remington 870). The fundamentals of shotgun mechanics are reviewed. This is not an armorer certification course.

Special Techniques for the Reluctant/Frightened Shooter (600-15)

Presents techniques and training methods for remedial firearms training. Prepares the instructor candidate to instruct remedial firearms instruction and training for the Division of Adult Correction.

The Shooting Decision (600-16)

Prepares the instructor candidate to instruct the didactic/lecture/discussion component of Division of Adult Correction situational firearms training. Includes the analysis of and response to firearms situational decision making scenarios.

Situational Use of Firearms (600-17)

Introduces the purpose, stages, and techniques used to develop and deliver situational firearms training. Under the supervision of instructor trainers, instructor candidates, during segments of this training program, will participate in and then function as range master and instructor for selected components of situational training.

Situational Exercises, Day (600-18)

Prepares the instructor candidate to instruct situational firearms training for the Division of Adult Correction. Under the supervision of instructor trainers, instructor candidates will participate in and then function as range master and instructors for selected components of firearms training. Included will be situational safety procedures and operation. Also included will be equipment requirements and range operations. Training delivery, range operations, equipment and administrative requirements are included.

Situational Exercises, Low/Limited Light (600-19)

Prepares the instructor candidate to instruct low/limited light situational firearms training for Division of Adult Correction. Under the supervision of instructor trainers, instructor candidates will participate in and then function as range master and instructors for selected components of low/limited light situational training. Included will be situational safety procedures and operation. Also included will be equipment requirements and range operations. Training delivery, range operations, equipment and administrative requirements are included.

Appendix K



CRDT Instructor Training Syllabus

For the Calendar Year 2015

CRDT INSTRUCTOR TRAINING

COURSE HOURS

For the Calendar Year 2015

Course No.	Lesson Plan Name	Hours
	Controls, Restraints, and Defensive Techniques Instructor Training Program Orientation	3
602 - 1	Introduction to Controls, Restraints, and Defensive Techniques (CRDT)	5
602 - 2	Physical Fitness/Warm Up and Stretching Exercises	7
602 - 3	Response to Injury	2
602 - 4	Basic Controls, Restraints, and Defensive Techniques	23
602 - 5	Advanced Controls, Restraints, and Defensive Techniques	27
602 - 6	Restraint Applications	4
602 - 7	Student Evaluation	11
		82

CRDT INSTRUCTOR TRAINING

COURSE DESCRIPTIONS

For the Calendar Year 2015

The Correctional Controls, Restraints and Defensive Techniques Instructor Training program consists of a total of 82 hours. The program includes training in the essential concepts, knowledge, and skills directly related to the delivery of the controls, restraints, and defensive techniques training program for the Department of Public Safety – Division of Adult Correction and Juvenile Justice (DACJJ) employees. This program will provide for specific CRDT Instructor certification requirements as stated by the North Carolina Criminal Justice Education and Training Standards Commission. Therefore, this course will certify Correctional CRDT instructors to teach Department of Public Safety – Division of Adult Correction and Juvenile Justice employees how to use CRDT techniques in the correctional setting.

Orientation

This course will provide instructor candidates with the necessary knowledge of expectations to complete an instructor level course and conduct training using the North Carolina Department of Public Safety – Division of Adult Correction and Juvenile Justice style and use of Defensive Techniques. This course will provide the instructor candidates with the requirement in order to successfully complete the CRDT Instructor Training Program.

Introduction to Controls, Restraints and Defensive Techniques (CRDT) (602-1)

This course serves as an introduction to the instructor candidate by explaining the Office of Staff Development and Training style of CRDT, its history and tradition, justification for adoption, and current use in our system. North Carolina State laws and Departmental policy concerning Use of Force and other related legal issues are addressed. Special emphasis is given to conceptualization of basic concepts and principles, correct technique application, and safety while training. Instructor Candidates will be provided with the safety rules while conducting CRDT training, the importance of positional asphyxiation and the use of proper equipment while conducting CRDT Training.

Physical Fitness/Warm-Up and Stretching Exercises (602-2)

This course is designed to teach the importance of fitness and proper warm up and stretching exercise not only before any type of training, but every day. Warm-up and stretching exercises are designed to help improve performance (fitness), and reduce injury. When involved in evasive action techniques training that involve using both hands and feet, mobility and flexibility is critical. Instructor candidates will be introduced to the purpose of motor skills and how stress affects the motor skill performance. Instructor Candidates will

participate in several types of physical fitness sessions to include circuit training, resistance and cardiovascular training on a daily basis.

Response to Injury (602-3)

This course will prepare CRDT Instructors to properly respond to injuries and to promptly contact emergency medical services. Such issues as recognizing and controlling bleeding, shock-related problems, recognizing and caring for heart attack victims, certain head injuries and spinal injuries, etc., will be discussed. The importance of a medical emergency plan and the roles that each instructor is responsible for will be discussed.

Basic Controls and Techniques (602-4)

This course will provide instructor candidates an opportunity to review techniques from a practical approach on the mats as well as in a classroom setting, including a review of applicable lesson plans that are utilized to teach the Annual In-Service Training Program. A detailed, step-by-step, explanation by lecture, demonstration, and practice of the pressure point control, nerve control techniques, ground defense, and use of restraints in association with control of the inmate/offender. Technique applications will stress the importance that these controls are to gain control and compliance with a minimum amount of pain or injury to the inmate/offender. Emphasis will be placed on teaching strategies for Annual In-Service training.

Mandatory Annual CRDT Refresher Training (602-4)

Defensive Protection: Controls, Restraints, and Defensive Techniques (Phase I)

To provide NCDPS - Adult Correction Officers with refresher training in controls, restraints, and defensive techniques which will help them handle violent offenders, withstand personal attacks, and work effectively in emergency situations.

Employee Fitness and Wellness (Phase II)

To introduce NCDPS Employees to information on wellness, health, fitness, nutrition, and disease prevention which in turn, if followed, will hopefully improve individual wellness and enhance job performance.

Blunt/Edged Weapon Defense (Phase III)

To present to the officers defensive and control methods for encounters with blunt/edged weapons.

Advanced Offender Control/Ground Defense (Phase IV)

To present to officers an advanced level of inmate/offender control and ground defense. These techniques will increase the officer's ability to successfully defend against physical attacks.

Weapon Retention (Phase V)

To present to the officers an advanced level of defensive weapon retention and disarming techniques. These techniques will increase the officer's ability to successfully defend against physical attacks.

Advanced CRDT Techniques (Phase VI)

To present to officers an advanced level of approved CRDT Techniques that consist of CRDT Phase VI. These techniques will further the knowledge of officers in dealing with an aggressive or noncompliant inmate/offender.

Advanced Controls, Restraints and Defensive Techniques (602-5)

This course will provide instructor candidates with an advanced level of skills and knowledge to perform and instruct techniques contained in the Basic, In-Service and Advanced CRDT lesson plans for the Division of Adult Correction and Juvenile Justice. A detailed, step-by-step, explanation by lecture, demonstration, and practice of the advanced pressure point control, nerve control techniques, advanced ground defense and control techniques associated with control of the inmate/offender. Emphasis will be placed on teaching strategies for Annual In-Service training.

Restraint Applications (602-6)

This course will provide the instructor candidate with a practical and advanced method of applying handcuffs with speed, utilizing a tactical approach to assist in inmate/offender control and officer safety. Emphasis will be placed on different types of handcuffing positions and applications, used to increase officer safety in unpredictable situations.

Program Evaluation (602-7)

Instructor candidates are evaluated as to their proficiency in all technique applications.. Instructor candidates will be evaluated on their cognitive knowledge of the CRDT Training Program through written and oral evaluations. Instructor Candidates will participate in peer evaluations of other instructors within the program and be evaluated by the Instructor Trainers during each week of training in techniques or topics assigned by the CRDT Instructor Training Program Coordinator.

Appendix L



RCDT Instructor Training Syllabus

For the Calendar Year 2015

RESTRAINTS, CONTROLS AND DEFENSIVE TECHNIQUES (RCDT) INSTRUCTOR TRAINING

COURSE HOURS **For the Calendar Year 2015**

Course No.	Lesson Plan Name	Hours
	Restraints, Controls and Defensive Techniques Instructor Training Program Orientation - Course Requirements Orientation	3
603-1	Introduction to Restraints, Controls and Defensive Techniques (RCDT)	6
603-2	Physical Fitness / Warm Up and Stretching Exercises	7
603-3	Response to Injury	2
603-4	Basic Restraints, Controls and Defensive Techniques	42
603-5	Restraint Applications	5
603-6	RCDT Program Student Evaluation and Testing	15
Total hours		80

RESTRAINTS, CONTROLS AND DEFENSIVE TECHNIQUES (RCDT) INSTRUCTOR TRAINING

COURSE DESCRIPTION

For the Calendar Year 2015

The Restraints, Controls and Defensive Techniques (RCDT) Instructor Training Program consists of a total of 80 hours. The program includes training in the essential concepts, knowledge, and skills directly related to the delivery of the Restraints, Controls and Defensive Techniques Training Program for Department of Public Safety – Division of Adult Correction and Juvenile Justice (DACJJ) employees. This program will provide for specific RCDT Instructor certification requirements as stated by the North Carolina Criminal Justice Education and Training Standards Commission. Therefore, this course will certify RCDT Instructors to teach Department of Public Safety – Division of Adult Correction and Juvenile Justice Employees how to use RCDT techniques in the juvenile justice setting. The following are descriptions of courses contained in the RCDT Instructor Training Program.

Orientation

This course will provide instructor candidates with the necessary knowledge of expectations to complete an instructor level course and conduct training using the North Carolina Department of Public Safety – Division of Adult Correction and Juvenile Justice Style and use of Defensive Techniques. This course will provide the instructor candidates with the requirement in order to successfully complete the RCDT Instructor Training Program.

Introduction to RCDT

This course serves as an introduction to the instructor candidate by explaining the Office of Staff Development and Training style of RCDT, its history and tradition, justification for adoption, and current use in our system. North Carolina State laws and policy concerning Use of Force and other related legal issues are addressed. Special emphasis is given to conceptualization of basic concepts and principles, correct technique application, and safety while training. Instructor Candidates will be provided with the safety rules while conducting RCDT training, the importance of positional asphyxiation and the use of proper equipment while conducting RCDT Training.

Physical Fitness/Warm-Up and Stretching Exercises

This course is designed to teach the importance of fitness and proper warm up and stretching exercise not only before any type of training, but every day. Warm-up

and stretching exercises are designed to help improve performance (fitness) and reduce injury. When involved in evasive action techniques training that involve using both hands and feet, mobility and flexibility is critical. Instructor candidates will be introduced to the purpose of motor skills and how stress affects the motor skill performance. Instructor Candidates will participate in several types of physical fitness sessions to include circuit training, resistance and cardiovascular training on a daily basis.

Response to Injury

This course will prepare RCDT Instructors to properly respond to injuries and to promptly contact emergency medical services. Such issues as recognizing and controlling bleeding, shock-related problems, recognizing and caring for heart attack victims, certain head injuries and spinal injuries, etc., will be discussed. The importance of a medical emergency plan and the roles that each instructor is responsible for will be discussed.

Basic Restraints, Controls and Defensive Techniques

This course will provide instructor candidates an opportunity to review techniques from a practical approach on the mats as well as in a classroom setting, including a review of applicable lesson plans that are utilized to teach the Basic and Annual In-Service Training Programs. A detailed, step-by-step, explanation by lecture, demonstration, and practice of the patterns of movement, motor nerve control techniques, ground defense, and use of restraints in association with control of the juvenile. Technique applications will stress the importance that these controls are to gain control and compliance with a minimal amount of pain or injury to the juvenile. Emphasis will be placed on teaching strategies for Annual In-Service training.

Restraint Applications

This course will provide the instructor candidate with practical and advanced methods of applying handcuffs with speed, utilizing a tactical approach to assist in juvenile control and officer safety. Emphasis will be placed on different types of handcuffing positions and applications used to increase officer safety in unpredictable situations.

RCDT Program Student Evaluation and Testing

Instructor candidates are evaluated as to their proficiency in all technique applications. Instructor Candidates will also be evaluated on their cognitive knowledge of the RCDT Training Program through written and oral evaluations. Instructor Candidates will participate in peer evaluations of other instructors within the program and be evaluated by the Instructor Trainers during each week of training in techniques or topics assigned by the RCDT Instructor Training Program Coordinator.

Appendix M



General Instructor Training Syllabus

For the Calendar Year 2015

GENERAL INSTRUCTOR TRAINING

COURSE HOURS

For the Calendar Year 2015

Instructor Training for criminal justice personnel is divided into 15 units, each designed for the specific purpose of providing to the student the information necessary to accomplish the terminal performance objectives of the course.

Course	Title	Hours
Unit 1	Orientation/Self-Assessment	3
Unit 2	Lesson Plan Preparation: Professional Resources	2
Unit 3	Teaching Adults	4
Unit 4	Curriculum Development: ISD Model	3
Unit 5	Lesson Plan Preparation: Format and Objectives	6
Unit 6	The Evaluation Process	4
Unit 7	Methods and Strategies of Instruction	4
Unit 8	Interpersonal Communication in Instruction	4
Unit 9	Law Enforcement Instructor Liabilities and Legal Responsibilities	2
Unit 10	Principles of Instruction: Audio-Visual Aids	6
Unit 11	Principles of Instruction: Demonstration Methods and Practical Exercises	6
Unit 12	Student 10-Minute Talk and Video Critique	6
Unit 13	First Thirty-Minute Presentation	6
Unit 14	Second Thirty-Minute Presentation	6
Unit 15	80-Minute Presentation & Review	12
	State Exam	2
	Course Closing	1
Total Hours		77

GENERAL INSTRUCTOR TRAINING

COURSE DESCRIPTIONS

For the Calendar Year 2015

Unit 1: Orientation/Self-Assessment

This unit is used to take care of all administrative matters of the course as well as give the participants an opportunity to meet one another. Group norms will be discussed, as well as all the course requirements. The notebook is reviewed with emphasis being placed on the orientation sheets in the notebooks. The participants are questioned to ensure they understand what is required of them.

Unit 2: Lesson Plan Preparation: Professional Resources

This unit outlines various resources available to criminal justice trainers. This unit also covers the correct procedures for documenting and citing references and endnotes.

Unit 3: Teaching Adults

This unit will introduce the student to basic concepts of adult learning, those environmental elements which influence learning and will allow the student to develop skills in instructional leadership.

Unit 4: Curriculum Development: ISD Model

This unit presents the systems approach to instruction. The Instructor Training Course is based on the systems approach. The five phases of the ISD are covered discussing instruction as a systematic process. The students will learn how to incorporate the ISD model as they research and write their own lesson plans.

Unit 5: Lesson Plan Preparation: Format and Objectives

This unit combines writing objectives and lesson plans. This unit covers the different types of lesson plans as well as reasons and the procedure for writing a lesson plan. Classroom time is spent in defining objectives and their components, and then having students write objectives for their block of instruction.

Unit 6: The Evaluation Process

In the systems approach to instruction, evaluation is a continuous process. Evaluation of student achievement is determined whenever possible through criterion-referenced performance testing. Types of tests, characteristics of good tests, and the uses of test results are also discussed. Students are required to

design test items for use in their lesson plan.

Unit 7: Methods and Strategies of Instruction

This unit covers the various methods and strategies that are used in the classroom to provide an efficient and effective learning experience. One advantage and disadvantage of each are pointed out. Insight is given on how a method of instruction should be selected in accordance with the training objectives. Also included in this block is the importance of verbal questions as well as questioning techniques used in the classroom setting.

Unit 8: Interpersonal Communication in Instruction

The purpose of this unit is to emphasize the necessity for proper communication techniques in the classroom setting. The various approaches faced in training are covered here as well as the effects of poor communication. Also discussed are the barriers to communication, the psychological atmosphere of the classroom and the role of the instructor in maintaining proper lines of communication with the class. Exercises will be conducted throughout the two weeks of the course to illustrate the points presented.

Unit 9: Law Enforcement Instructor Liabilities and Legal Responsibilities

Those who train criminal justice officers assume a special responsibility. This unit discusses the practical aspects of civil litigation as experienced by the criminal justice trainer as well as a review of the general principles of legal liability imposed upon trainers.

Unit 10: Principles of Instruction: Audio-Visual Aids

Instructional media, or audio-visual aids, are used: (1) for better communication; (2) to appeal to additional senses; (3) to economize time and efforts; and, (4) for motivational purposes. They are the means to an end, not an end in themselves. The instructional media unit deals with the selection of training aids, operation of media- hardware, preparation of various A-V materials, and practice in correct use of aids in the instructional process.

Unit 11: Principles of Instruction: Demonstration Methods and Practical Exercises

This unit concentrates on how to develop and use demonstrations and practical exercises in instruction. The students are required to develop and present a demonstration and to use the practical exercise guidelines if they choose to do an exercise during their presentations.

Unit 12: Student 10-Minute Talk and Video Critique

The purpose of this unit is two-fold: first, to give each participant an opportunity to speak in front of a group presenting the Introduction to their 80-minute lesson plan; and second, to videotape each presentation so that each participant will have the opportunity to review their presentations. The group is divided into two

sections.

Unit 13: First Thirty-Minute Presentation

This unit is performance oriented. Each student presents the first 30 minutes of the 80-minute block of instruction. All procedures outlined in the evaluation sheet should be followed. Two different types of training aids are required at this time. Students should ensure that they are presenting information that supports their training objectives. Upon completion, an evaluation form is completed by the evaluator and a copy given to the student.

Unit 14: Second Thirty-Minute Presentation

This unit is also performance oriented. The student will give the second half of the 80-minute block of instruction.

Unit 15: 80-Minute Presentation & Review

This unit is one of the criteria tests for the course. The student will give the 80-minute block of instruction to the group. Prior to presenting the information, the student will hand into the evaluator the required material for evaluation as well.

State Exam

One hundred question multiple choice exam.