

Indiana Department of Correction



Community Corrections Division Training Course Descriptions

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This booklet is designed to provide descriptions of each course offered by the Indiana Department of Correction Community Corrections Division training staff. Courses that are a part of the Community Supervision Academy may be requested as an individual training by a county. However, they will appear quarterly (once in each of the four regions) as part of the Academy. Regional Trainings will be scheduled by the Community Corrections Division but they may, also, be requested by a county. Specialty Trainings will be offered throughout the year. Some may require an application process and will occur once a year; e.g. the Leadership Academy. Others may be requested if they are not already found on the calendar. If you have any questions, please, do not hesitate to contact one of the training staff.

Respectfully,

Shannon Bowling, Training Director

Courses offered in the Community Supervision Academy:

(Individual courses may be requested by a county)

Program Overview:

This course provides an introduction the basic academy expectation for the participants.

Criminal Justice System Overview:

This module provides a brief historical review of the development and uses of prisons and juvenile corrections, the major components of the U.S. criminal justice system, philosophies of punishment, history of the Indian Department of Correction, the history of Indiana probation and community corrections.

Civil and Criminal Liability:

This module explains behaviors that lead to civil and criminal liability and how to avoid these behaviors.

Ethics/Preventing Sexual Harassment:

This module focuses on the Indiana Association of Community Corrections Act Counties Code of Ethics and the Code of Conduct for Indiana Probation Officers. The second section of this module will provide a general overview and basic understanding of the problems, issues and guideline regarding sexual harassment. This less will discuss what staff can do to prevent sexual harassment and what to do if they experience or witness sexual harassment.

Criminal Manipulation:

This module will discuss the criminal personality as well as the various characteristics of the personality type. The manipulation techniques the criminal personality utilizes will be explored as well as ways to protect against manipulation. The learning goals will be achieved by the use of lecture and group exercises. In addition to discussion manipulation the topic of combating complacency will be discussed. Scenarios will be presented to aid in understanding the importance of combating complacency.

Motivational Interviewing:

The focus of this module of training is to explore and expand communication skills and techniques of staff working with adult and juvenile offenders. Staff will explore and develop communication techniques to understand and effectively address offender behavior while encouraging positive offender behaviors and outcomes.

Trauma Informed Care:

This module is designed to provide participants with an overview regarding Trauma Informed Care and how it can impact the community supervision.

Working with Special Populations:

This module provides an overview of some of the diverse groups of offenders found within community supervision. Special population are those that are not immediately considered when considering who may be found within community supervision. Focus is placed on highlighting any special consideration staff members may need to make when interacting with these populations.

Report Writing:

This module will enable participants to recognize the importance of good report writing skills. The basic elements of grammar, vocabulary, and report writing will be emphasized. Individual and group exercises will be conducted to allow the participants to practice writing clear, legible, and well written reports.

Security Threat Groups:

This module is designed to give trainees an overview of security threat groups in Indiana community supervision agencies and how they impact day-today operations. Trainees will learn how to identify group members and report security threat group activity.

Child Abuse Prevention and Reporting:

This session is designed to provide staff with Indiana state law and procedures regarding child abuse and neglect reporting. Staff will be given practical experience in recognizing and reporting prohibited acts that could result in a charge of child abuse or neglect.

Diversity in Corrections:

This module deals with understanding culture and ways culture can specifically affect the behavior of individuals. Several definitions are explained and discussed. The benefits to the employees of an organization of valuing diversity are discussed as well.

Work Place Violence and Stress:

This module looks at the increasing trend of workplace violence and the effects that such violence can have on community supervision employees. This module also explains how to deal with the stress faced on a daily basis and how to prevent burnout.

Religious Practices of Offenders:

The emphasis of this module is to assist in the professional management of offenders by familiarizing staff with the practices and items related to religious practices.

Radio Etiquette:

The emphasis of this lesson plan is to familiarize new employees on the use of the radio. New employees will also receive training in the use of 10 codes and signals.

Personal Accountability:

This training will provide staff an opportunity to understand personal accountability in the workplace with an emphasis on your individual choices and responsibility.

Substance Abuse:

This session will introduce facts about drug and alcohol use and identify the signs and symptoms for the community supervision staff to be aware of about drugs and alcohol. Program participants are provided opportunities to gain an understanding of the behaviors of an offender who has substance use disorder and how the justice system responds with treatment options.

Case Management Overview:

This lesson is designed to introduce the participants to case management with emphasis on the principles of risk, need and responsivity.

How to Read an IRAS?

This session is designed to provide staff with an overview of how to read an IRAS and understand it.

Calming the Storm Combined:

Calming the Storm Combined is a combination of Staff Development & Training's Calming the Storm 1 and 2. This program presents ways that fosters compliance, and often yields a deeper understanding of the issues that create tension. It will also provide staff knowledge that will assist in many circumstances to settle conflict without the need for physical intervention setting the stage for future positive interactions.

Reinforcing Positive Behavior:

In this module participants will learn how to reinforce positive behavior during the daily operations, the definition of positive reinforcement, when to appropriately use positive reinforcements, and actively demonstrate skills learned during this course.

Interstate Compact and Community Supervision:

This session is designed to provide staff with an overview of the Interstate Compact and how it is administered in Indiana.

Evidence-Based Practices in Community Supervision:

This module is designed to provide community supervision with an overview of evidence-based practices. Participants will, also, gain information on implementing evidence-based practice in their agency.

De-Escalation Scenarios:

This module allows participants to discuss and analyze various de-escalation scenarios in detail using some of the concepts learned through previous training and experience.

Hostage Survival:

This module will provide participants an introduction to the basic rules and skills needed to survive in the even they are taken hostage.

Special Needs Offenders:

This module is designed to aid staff in effectively supervising offender with special needs. Specific medical conditions, physical disabilities, mental illnesses, developmental disabilities, intellectual disabilities, and dangerous behaviors like self-mutilation will be covered relevant to signs, symptoms and how staff should respond in their supervision role.

Case Management for New Case Managers:

This lesson is designed to be more invasive to any unit team staff with emphasis on the Eight Principles of Effective Intervention, Stages of Change, and the development of case plans and case notes.

Field Safety:

This lesson will focus on ways for field officers and probation officers to keep safe while in the field and at the office.

Home Visits, Searches, and Seizures:

The emphasis of this module is to provide participants with the basic skills to be able to function with offenders in the community and properly seize property. After completion of this module participants will have the basic skills to interact with offenders in their homes and perform field work as a field officer or probation officer.

Constitutional Rights of Offenders:

This module provides participants with an introduction of the Constitutional Rights afforded to offenders. Offender rights relevant to the Indiana Constitution and court ruling are also covered through lecture, activities an instructor led discussions. Emphasis will be place on the importance of community supervision professional to know and uphold these rights.

Legal Authority of Searches:

In this lesson participants will gain an overview of the Legal Authority of Searches. Participants will also gain practical knowledge in performing various types of searches.

Offender Accountability:

This module presents count procedures that ensure the accountability of offender under facility supervision. Staff will be instructed on their duties in regards to count procedures.

Basic Security Principles:

In this lesson participants will gain an overview of the Basic Security Principles of searches. Participants will also gain practical knowledge in performing various types of searches.

Prison Rape Elimination Act:

This module is designed to give participants an overview of the Prison Rape Elimination Act, the reason for its inception, agency responsibility according to PREA and the National Standards to prevent, detect and respond to prison rape under the Prison Rape Elimination Act -Community Confinement Standards.

Inside Security Threat Groups:

The focus of this module is on enhancing knowledge for staff on recruitments for security threat groups and the safety of being on social media.

Suicide Prevention: Recognize-Communicate-Respond

This module is designed to educate staff regarding suicide prevention and intervention in a correctional setting.

Regional Trainings:

Effective Communication and Motivational Strategies:

This five-day curriculum was developed by Ray Ferns of Restorative Correctional Services. It was developed specifically to integrate learning at the correctional practitioner level while uncovering and responding to staff resistance. Please note the design in the delivery of the material requires modeling the skills and techniques correctional practitioners will need to be more effective with this population as they are learning about their own resistance to change. You will also note the foundation of principles specific to how staff work with resistant criminal populations that are integrated throughout the assessment, case planning and staff interviewing skills materials.

Carey Group Guides and BITS:

This two-day training offers an overview of the Carey Guides and Brief Intervention Tools (BITS)-33 handbooks and six short tools that help corrections professional use evidence-based practices to address offenders' criminogenic needs and skill deficits in clear, specific, and structure ways. It also provides opportunities for hands-on training with various skill practice tools from the Guides and BITS. The course concludes with each participant developing their own professional development plan.

Carey Group's EBP BriefCASE:

This two-day training offers an overview of the Supervisor's EBP BriefCASE- 18 modules focusing on evidence-based practices that supervisors deliver to staff over the course of 18 months. It also provides participants with opportunities to practice facilitating the modules, to engage in action planning discussions about how to create and sustain an environment in which to deliver the BriefCASE, and to brainstorm how to coach staff in EBP on an ongoing basis.

Carey Group's Continuous Quality Improvement:

This two-day training examines domains that are common to an effective continuous quality improvement (CQI) process for agencies/department implementing evidence-based practices, a method for determining as agency's/department/s needs around CQI, and a process for developing an action plan implementing CQI.

Presentation Skills:

This module will provide basic techniques and skills needed for giving presentations. It will discuss problems areas and solutions for those areas. As well as presentation anxieties and solutions to dissipate them through the teach-back process. It will provide participants with the knowledge and skills needed to present effectively.

Adult Personal Protection:

This block of instruction will focus on teaching the participants various techniques to be utilized to defend against and/or control an aggressive offender.

Adult Use of Force

This module of instruction will provide staff with the knowledge and skills necessary to effectively and efficiently manage and supervise adult offenders in a correctional environment.

Communication/Mental Preparation

After completing this block of instruction participants will have a better understanding of the communication skills needed to deal with the offender population.

A course is, also, offered to certify staff as Personal Protection Instructors. The staff person must have completed Presentation Skills, Personal Protection and the county must have a Cooperative Agreement on file to participate in the instructor course.

Security Skills:

Basic Security Principles

In this lesson participants will gain an overview of the Basic Security Principles of searches. Participants will also gain practical knowledge in performing various types of searches.

Legal Authority of Searches

In this lesson participants will gain an overview of the Legal Authority of Searches. Participants will also gain practical knowledge in performing various types of searches.

Pat Frisk and Modified Frisk

In this lesson participants will gain an overview of Pat Searches, Frisk Searches, and “Modified” Frisk Searches. Participants will also gain practical knowledge in performing various types of searches.

The Use of Soft Restraints

The purpose of this module is to familiarize staff with equipment and techniques required to place an offender into soft restraints with minimal risk of injury to staff or offender.

Strip and Cavity Searches

In this lesson participants will gain an overview of Strip and Cavity Searches. Participants will also gain practical knowledge in performing various types of searches.

Use of Restraints with Adults

This program will introduce participants to the restraint equipment authorized for use with the Adult offender population. Participants will learn the legal justifications for using restraints with juveniles; as well as, the appropriate safe application, removal, and use of the identified equipment.

A course is, also, offered to certify staff as Security Skills Instructors. The staff person must have completed Presentation Skills, Security Skills and the county must have a Cooperative Agreement on file to participate in the instructor course.

First Aid and CPR:

In this module, participants will become Standard Certified in First Aid, CPR and AED through the Emergency Care and Safety Institute. The course covers scene size up, seeking medical help, legal aspects, disease protection, making assessments, bleeding control, burn care, wound care, and care for various other injuries including head injuries, spinal injuries, and bone injuries. In addition to First aid, the module includes learning how to perform adult, child and infant CPR and use of an AED. The certification is good for one year and participants will receive a certification card.

Order in the Court:

This program is designed to provide the selected staff members with the knowledge, skills, and ability to administratively participate in the Screening and Hearing Procedures. During this course participants will take an in-depth look at the “Disciplinary Process” beginning with the “Report of Conduct”. It will go through the fact finding process, and ultimately through the Hearing Process and the overall findings.

Community Transition Program (CTP):

This module is designed to educate participants on the Community Transition Program.

Supervisory Course for New Supervisors:

This training course is geared toward individuals stepping into a new supervisory role. It covers a wide variety of topics including (but not limited to): delegation, coaching subordinates, establishing trust in the workplace, managing change, and transitioning from a peer to a supervisor. Participants will have an opportunity to identify and brainstorm positive solutions to challenges that they may face as a supervisor.

FTO/OJT Training Program:

This is a 7.5 hour Field Training Officer Certification course to train staff in the components of a comprehensive On The Job (OJT) program, the use of performance check sheets to train participants in job specific tasks, OJT delivery methods, goals and objectives of the mentoring program, roles of the FTO/mentor and the OJT, and to solve potential problems encountered during the mentoring process. It is NOT a Field Officer training. This OJT Program was originally created by NIC (National Institute of Corrections) and adopted by several agencies including the Indiana Department of Correction. This program will provide your staff with the knowledge and skills required to deliver an effective OJT Training program for new and existing employees. The OJT Program is formal on-the-job training that builds skills, is legally defensible, and meets recognized standards.

Specialty Trainings:

Leadership Academy:

Week one of the program is titled "Leadership Assessment." Week two is titled "Leadership Support." Both weeks will be conducted at the Correctional Training Institute in New Castle. Highlights of this program include foundations of leadership; self-awareness, Personal accountability & initiative, and positive attitude; and multiple intelligence, Leadership Communication, Problem solving, and Team Building. This program will provide the opportunity for the participants to not only learn, but to apply their leadership skills. The academy will involve a great deal of self-awareness and self-discipline. Those attending must be prepared to commit to becoming a better leader in the workplace, as well as in their personal lives. Academy participants will be expected to complete some assignments while off-duty. The expectations will be high for those attending. However, the rewards will be great.

Coaching and Staff Development through Motivational Interviewing:

This course will provide participants information and techniques to utilize regarding how to coach and develop a team through motivational interviewing. This course is

for supervisory level staff. It covers knowing your role as a change agent, team building, mentoring, and developing an action plan.

Thinking for a Change Facilitator Training:

This is a four-day training is designed to instruct staff to facilitate the Thinking for a Change (T4C) curriculum to offenders. Thinking for a Change is an integrated, cognitive behavioral change program for offenders that includes cognitive restructuring, social skill development, and development of problem solving skills.

Community Advisory Board Roles and Responsibilities:

This module is designed to provide an overview of the roles and responsibilities of the community advisory board.