



# 2019

# COURSE CATALOG

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## **CAREER SURVIVAL FOR CORRECTIONS**

- FULL-LENGTH COURSES

### **Ethical Behavior for Corrections Officers**

2 HOURS

This two-hour course will provide Corrections Officers with the essential information about ethical practices and behavior.

### **Maintaining Boundaries for Corrections Staff**

1 HOUR

This course is designed to inform anyone that deals with or has contact with incarcerated inmates about manipulation. Inmates will go to great lengths to convince staff to abandon professionalism, common sense and their better judgment in order to violate professional boundaries. This course will discuss these main topics: knowing where you are, knowing who you are dealing with, knowing how inmates target and manipulate staff and learning safeguards and methods to resist the inmate manipulator.

### **Stress Management for Corrections Officers**

1 HOUR

When people think of a career in Law Enforcement, they typically envision words like honor, duty, service, and professionalism. Rarely, if ever, do they associate this line of work with words like anxiety, depression, PTSD, or suicide. This course takes a truthful look at the darker side of the job, where officers are sacrificing not only their physical wellbeing but their psychological health as well.

## **CONTRABAND CONTROL**

- FULL-LENGTH COURSES

### **Alcohol Abuse Emergencies in Jails/Prisons**

2 HOURS

A large percentage of the US population uses alcohol, and statistics state 85% of all inmates are involved with substances. All correctional officers should be aware of the signs of alcohol withdrawal and know how to deal with this problem. Likewise, inmates in prison may not be in withdrawal, but they can suffer serious alcohol problems from illegal substances "brewed" inside the facility. This course will give you training on recognizing the symptoms and how to take the necessary steps to assist inmates through this critical time.

### **Contraband Control**

1 HOUR

In this one-hour course, officers will learn to effectively learn how to identify, search for, and document all forms of contraband.

### **Current Drug Trends**

2 HOURS

Illicit drug and alcohol use in the United States is a significant cause for concern. While many illicit substances are well-known, there are many newer synthetics that pose a risk to law enforcement. Adding yet an additional layer to the complicated and challenging nature of police work are persons with mental illness who may be abusing alcohol and illicit substances. This course will provide learners with the knowledge, awareness, and understanding of the current and emerging drug trends and how mental illness is impacted by drugs and alcohol.

## **CORRECTIONAL HEALTHCARE**

- FULL-LENGTH COURSES

### **Bloodborne Pathogens (1 hour)**

1 HOUR

This Bloodborne Pathogens online course provides the necessary training in accordance with Occupational Safety and Health Administration (OSHA) BloodBorne Pathogen Standard 29 CFR 1910.1030 for law enforcement officers.

### **Drug Withdrawal in Jail**

2 HOURS

In this two-hour course, Corrections Officers will learn to identify drug withdrawal behaviors, and use proper safety precautions to manage inmates.

### **Female Offenders and Related Issues**

2 HOURS

This two-hour course explores the issues and challenges that arise when working directly with female inmates.

### **Handling Medical Emergencies**

1 HOUR

This course is intended to give you a perspective on what to be aware of and expect when you encounter a medical emergency in your facility, and how to respond to medical emergencies.

### **MRSA in Correctional Facilities**

1 HOUR

A silent hazard lurking in correctional facilities across the globe could be in your very own facility-MRSA. Perhaps your agency has had outbreaks or maybe you've been fortunate enough to miss this form of staph infection, but in either case, the following course will help you identify it, recognize areas where it may be festering, and how you can treat it.

- TRAINING BLOCK COURSES

### **Responding to Emergencies**

As an officer on the street, encountering volatile situations on a regular basis, you must be prepared to defend yourself physically or take control of a violent offender when necessary. The ability to subdue an attacker and prevent harm to yourself and citizens is a critical skill, and the techniques here will teach you to do just that, while also preventing unnecessary harm to the attacker themselves.

#### **Responding to Emergencies 1**

1 HOUR

Videos in this course include:

Tactical Medicine  
Tourniquet Use: A Medical Director Explains  
Treating a Broken Bone  
Treating a Heart Attack  
What to do When Wounded

## Responding to Emergencies 2

1 HOUR

Videos in this course include:

BARS Technique  
Cardiac Arrest Management Compressions  
Combat Casualty Care  
Emergency Bandage Demonstration  
Responding to Hospital Emergencies  
Self Aid/Buddy Aid  
The Role of the Bystander during CPR  
The Use of Tourniquets  
Using HALO Chest Seal

- SINGLE VIDEO COURSES

BARS Technique  
Cardiac Arrest Management Compressions  
Combat Casualty Care  
Dealing with Persons in the Autism Spectrum  
Emergency Bandage Demonstration  
Identifying and Dealing with Excited Delirium  
Medical Assessment Team  
Mental Illness: The Challenges of Staying on Medication  
Reality Training: Excited Delirium Appleton Wisconsin  
Responding to Hospital Emergencies  
Self Aid/Buddy Aid  
Tactical Medicine  
The Role of the Bystander during CPR  
The Use of Tourniquets  
Tourniquet Use: A Medical Director Explains  
Treating a Broken Bone  
Treating a Heart Attack  
Using HALO Chest Seal  
What to do When Wounded

## CORRECTIONS LEADERSHIP

- SINGLE VIDEO COURSES

Am I that Man?  
Attributes of a Leader  
Background Investigations  
Battling Toxic Leadership  
Building a Police Organization with a Mentoring Approach  
Building an Effective Organization  
Challenges of Police Leadership in Small Agencies  
Classroom Model: Benefits and Shortcomings  
Coaching Program for Law Enforcement  
Coaching Strategies for the FTO  
Complacency of Leadership in LE  
Contemporary Problems Facing LE  
Courtroom Disturbance: Supervisor's Role  
Create an Agency "Fail List"  
Crime Prevention on a Budget  
Dealing with Budget Cuts in Your Department  
Dealing with Pregnancy in a Law Enforcement Setting  
Decision Making Arcs  
Ethical Interventions  
Four Imperative Traits of a Supervisor

Generational Crossroads for Supervisors  
Generational Crossroads for Trainers  
Generational Differences in Law Enforcement  
Generational Issues and Shift Work  
Hiring Dispatchers  
How to Build Mentor Relationships  
International Exchange of Training Ideas  
Law Enforcement Mentoring Programs  
Leadership and Law Enforcement  
Leadership Skills using the "Abilene Paradox"  
Leadership Styles  
Leadership Tips for New Supervisors  
Liability of Not Training  
Measuring your Training  
Our Noble Profession  
Professional Learning Communities  
Sensei vs Instructor  
Speed Kills  
Succession Planning for LEO  
Team Building for Agencies  
Ten Minutes in Training  
The 2 Most Dangerous Words in LE  
The Bully Story  
The Evolution of Law Enforcement  
Would I Work for Me?

## **CORRECTIONS OFFICER SAFETY**

- SINGLE VIDEO COURSES

Training for Correctional Emergencies

## **CORRECTIONS TCOLE INTERMEDIATE COURSES**

- FULL-LENGTH COURSES

### **Intermediate Use of Force in a Jail Setting - 3504 TCOLE**

16 HOURS

Corrections officers are required to use force to maintain order, keep people safe, and enforce the law. Officers must have an understanding of the statutory authority for use of force models and use of force options. This course enables corrections officers to identify the causes of disruptive behavior and disturbances and will clarify the appropriate preventative action needed to protect others from harm. This course is one of the Intermediate Core Courses required by Texas Commission on Law Enforcement (TCOLE) rules to receive intermediate certification as a county corrections officer.

### **Intermediate Inmate Rights and Privileges - 3502 TCOLE**

16 HOURS

This is the Texas Commission on Law Enforcement (TCOLE) mandated Inmate Rights; Privileges #3502 online training course offered for Texas Jailers. By employing a case law perspective, this course provides an understanding of inmates' rights and responsibilities while incarcerated in Texas jails. The content includes a brief historical perspective of correctional law as a means of further understanding what inmate rights have been in the past, and current trends of the 5th Circuit, and Supreme Court.

## **DEFENSIVE TACTICS FOR CORRECTIONS**

- FULL-LENGTH COURSES

### **De-Escalation and Minimizing Use of Force**

2 HOURS

In this course, students will learn to identify techniques for de-escalation, plan for minimizing use of force, explain the importance of training officers for these encounters and, lastly, apply these strategies to de-escalate volatile situations. Students will be better equipped mentally to make the critical decisions under stress necessary to de-escalate crisis situations and to minimize the force used when use of force becomes necessary.

### **Holds and Restraints**

2 HOURS

This two-hour course will supply law enforcement officers with appropriate knowledge and understanding of holds and restraints.

### **Use of Force in Corrections**

1 HOUR

In this one-hour course, Corrections Officers will gain a deeper understanding on the basics, the legal, and the civil implications on use of force.

### **Using Oleoresin Capsicum**

1 HOUR

There are many options in dealing with an uncooperative individual but only one that will conjure the mental and physical effects of using a chemical agent like Oleoresin Capsicum (OC). This course is will review the history and development of OC and the impact it has had on the field of corrections. Proper deployment, limitations, health concerns and aftercare will also be covered during this training.

### **Using the Straight Armbar to Gain Subject Compliance**

1 HOUR

In this training program, the effective transitioning to the Straight Armbar technique is presented. We use the most accessible of the limbs, the arm, to gain control of a resistive subject.

- TRAINING BLOCK COURSES

### **Corrections**

Contemporary issues in prisons require officers to be highly trained for risky and often unexpected situations. Videos included here cover a wide variety of training discussions, such as tactical team formations, the role of Disturbance Control Teams, techniques for cuffing an inmate or safely extracting an inmate from their cell, and the signs and treatment for excited delirium.

### **Corrections 1**

1 HOUR

Videos in this course include:

Direct Supervision of Inmates  
Reality Training: Control Tactics in Court

Responding to an Incident in a Courtroom  
Securing an Inmate from Knee on the Belly  
Shield Selection for Cell Extractions  
Standing Pat Down  
Surviving a Jail Stabbing Assault

## **Corrections 2**

*1 HOUR*

Videos in this course include:

Applying a Simple Foot Trap in a Correctional Setting  
Baton: Close Quarters Strikes  
Cell Extraction Techniques  
Police vs Correctional Hostage Negotiations  
Star Tactic Variations

## **Corrections 3**

*1 HOUR*

Videos in this course include:

Active Countermeasures: Relative Positioning Drills  
Active Countermeasures: Touch Drills  
Baton Carries  
Baton Strikes in Confined Spaces  
Baton Training in the Classroom  
Conducting Searches in a Corrections Setting  
How to Use Striking Shields  
Outfitting for Corrections

## **Corrections 4**

*1 HOUR*

Videos in this course include:

Close-Quarter Striking Techniques  
Edged Weapons Defense Training  
Ground Positions: Weapon Retention  
Ground Stabilization After Baton Strikes  
Large Squad Riot Techniques  
Reality Training: Courthouse Shooting  
Training with Inert OC Spray: Hitting Your Target  
Winning Courtroom Confrontations

## **Defensive Tactics**

As an officer on the street that encounters volatile situations on a regular basis, you must be prepared to defend yourself physically or take control of a violent offender when necessary. The ability to subdue an attacker and prevent harm to yourself and citizens is a critical skill, and the techniques here will teach you to do so while preventing unnecessary harm to the attacker.

## **Defensive Tactics 1**

*1 HOUR*

Videos in this course include:

Ankle Vice  
Answer the Phone  
Arm Lock to Wrist Lock  
Armbar Redistribution of Mass  
Baton Power Development  
Benefits of the BOB Mannequin  
Choke from Behind  
Chokes and Releases  
Combining Baton and Empty Hand Control Strikes

## **Defensive Tactics 2**

*1 HOUR*

Videos in this course include:

MMA: Defending a Wide Punch  
Offensive Strategies for Immediate Control  
Professional Posturing  
Rear Hostage Gun Disarm  
Recovering from a Knock Down  
Reverse Twist Take Down  
Sankyo Demonstration  
Stuff and Cuff Techniques

## **Defensive Tactics 3**

*1 HOUR*

Videos in this course include:

Kei Satsu Jitsu  
Layer System of an Offensive Individual  
Leverage Techniques  
Martial Arts Inspired Baton Striking and Foot Patterns  
Speed Cuffing from Four Positions  
Suspect Control and Handcuffing  
Variations in the Transport Wrist Lock  
Wrist Grabs

## **Defensive Tactics 4**

*1 HOUR*

Videos in this course include:

Falling and Shooting  
Forcing Compliance Under Pressure  
Ground Strikes  
Haganah Gun Disarms  
Inside Arm Drag  
The Power of a Forearm Fuse

## **Defensive Tactics 5**

*1 HOUR*

Videos in this course include:

- Defending a Tackle
- Emergency Time Out: Hand Positions
- Empty Hand Control
- Escape from Wrist Grabs
- Falling Tactically
- Fighting Man Dummy Drills
- Focus on Hand-to-Hand Tactics

## **Defensive Tactics 6**

*1 HOUR*

Videos in this course include:

- Control Tactics for the Backup Officer
- Defensive Tactics Ground Fighting
- Developing Habitual Response
- Developing Knockdown Baton Cross Strikes
- Elbow Combat Tactics

## **Defensive Tactics 7**

*1 HOUR*

Videos in this course include:

- Knife Attack Avoidance
- Medical Validation in Defensive Tactics
- Sequencing Defensive Tactics Training
- Thai Boxing Tool for Law Enforcement
- Transitioning from Armbar to Prisoner Lock
- Variations of a Foot Trap

## **Defensive Tactics 8**

*1 HOUR*

Videos in this course include:

- Basic Weapon Retention with a TASER
- Chicken Wing Escape
- Figure 4 Straight Arm Bar Takedown
- Lt. Dan Marcou: Leg Locks
- Moving to Fight a Close Quarter Ambush
- Overhead Knife Defense
- Personal Body Weapons
- Power Punch Technique
- Taser Use and Transition to Firearms

## **Defensive Tactics 9**

*1 HOUR*

Videos in this course include:

- Baton Positions
- Lt. Dan Marcou: Pressure Point onto the Nose
- Lt. Dan Marcou: Tactical About-Face Maneuver
- Lt. Dan Marcou: The Boma Technique
- Lt. Dan Marcou: The Bow Technique
- Mid-line Jab Defense
- Tactical Knife Defense
- The Lifting Kick
- Training Drills: Punching Attacks

## **Defensive Tactics 10**

*1 HOUR*

Videos in this course include:

- Extreme Close Quarter Gun Manipulation
- Maximizing Your Body Mechanics When Striking
- Response to an Attempted Gun Grab
- SARS Technique in Practice
- SARS Transition Drills
- Using Distance Drills in your Control Tactics

## **Defensive Tactics 11**

*1 HOUR*

Videos in this course include:

- Cross-grab Takedown Technique
- Defensive Tactics Viewed from the Public's Perspective
- Evading an Attack to the Head while Supine (Don Gulla)
- Inside Arm Drag Progression
- Maintaining a Reactionary Gap
- Practicing Low Knee
- Recovering from the Ground while Having your Weapon Out
- Take Down Tactics for Smaller Officers
- The Horn Come-Along Technique
- The Z Lock

## **Defensive Tactics 12**

*1 HOUR*

Videos in this course include:

- Dealing with a Resisting Subject in a Crowd
- SARS Technique Escalating Use of Force
- Tactical Handshake
- Takedown from a Figure Four
- Taser Failure Techniques
- TASER Use and Deadly Threats Situations
- Weapon Takeaways and Take Backs

## **Defensive Tactics 13**

*1 HOUR*

Videos in this course include:

- Brachial Stun Technique
- Defending Against a Straight Punch
- Defending Yourself When You're Unarmed
- Elbow Drills
- Escape from the Mounted Position
- Escaping the Mount by Using the Forced Bridge
- Ground Defense Position
- Hip Escape Drill
- Trap and Stun Technique

## **Defensive Tactics 14**

*1 HOUR*

Videos in this course include:

- Falling Without Injury
- Partial Mount Escape and Transition to Tools
- Positions of Disadvantage 1
- Positions of Disadvantage 2
- Positions of Disadvantage 3
- Applying the Brachial Stun After Answering the Phone
- Basic Takedown of a Non-Compliant Subject
- Quick Closure
- Reality Training: Re-approaching the Suspect after the Shooting Stops

## **Defensive Tactics 15**

*1 HOUR*

Videos in this course include:

- Elbow to Elbow Technique
- Closing the Distance
- The T-Kick
- Have a Backup Plan for your Manipulation Skills
- Developing your Abilities to Move Offline
- Developing your Hand Speed
- The Director Drill

## **Use of Force Situations**

*1 HOUR*

Using Force in policing situations is never to be taken lightly, but at times, it may be all that stands between an officer and survival. In this one-hour training block course, the learner will watch footage from situations where force was utilized, gain insight into the importance of proper documentation, and the touch on steps that should be taken after an officer is involved in a shooting to ensure the wellness of both the officer and the department.

Videos in this course include:

- Reality Training: Rendering First Aid to a Downed Suspect
- Officer Involved Shootings
- Reality Training: A Mixed Compliance Felony Stop
- How to Write Effective Use of Force Incident Reports
- Reality Training: Nothing to Hide- Inviting Society to the Police Use of Force Training

## Use of Less Lethal Force

1 HOUR

In this training block, learners will explore different ways to control crowds and other chaotic situations using less than lethal force. Learners will also discover how to handle failed attempts at control using these less lethal options.

Videos in this course include:

The Blast Ball: For Less-Lethal Crowd Control  
Taser Failure Techniques  
Less Lethal Options  
Reality Training: A Volatile Foot Pursuit  
Reality Training: A Failed Stun Gun Deployment

- SINGLE VIDEO COURSES

Active Countermeasures: Relative Positioning Drills  
Active Countermeasures: Touch Drills  
An Alternative Way to Defend Yourself Against Edged Weapons  
Ankle Vice  
Answer the Phone  
Applying a Simple Foot Trap in a Correctional Setting  
Applying the Brachial Stun After Answering the Phone  
Arm Lock to Wrist Lock  
Armbar Manipulations  
Armbar Redistribution of Mass  
Asking for Cooperation  
Basic Takedown of a Non-Compliant Subject  
Basic Weapon Retention with a TASER  
Baton Carries  
Baton Positions  
Baton Power Development  
Baton Strikes in Confined Spaces  
Baton Training in the Classroom  
Baton Use in Close Quarters  
Baton: Close Quarters Strikes  
Benefits of the BOB Mannequin  
Body Lock and Harness  
Brachial Stun Technique  
Cell Extraction Techniques  
Chicken Wing Escape  
Choke from Behind  
Chokes and Releases  
Close-Quarter Striking Techniques  
Closing the Distance  
Color Code Tactical Sitting  
Combining Baton and Empty Hand Control Strikes  
Conducting Searches in a Corrections Setting  
Constant Tactical Positioning  
Control Tactics for the Backup Officer  
Courtroom Searches  
Cross-grab Takedown Technique  
Dealing with a Resisting Subject in a Crowd  
Defending a Tackle  
Defending Against a Straight Punch  
Defending Yourself When You're Unarmed  
Defensive Tactics Ground Fighting  
Defensive Tactics Viewed from the Public's Perspective  
Developing Habitual Response  
Developing Knockdown Baton Cross Strikes  
Developing your Abilities to Move Offline

Developing your Hand Speed  
Direct Supervision of Inmates  
Distracting a Suspect  
Edged Weapons Defense Training  
Elbow Combat Tactics  
Elbow Drills  
Elbow to Elbow Technique  
Emergency Time Out: Hand Positions  
Empty Hand Control  
Escape from the Mounted Position  
Escape from Wrist Grabs  
Escaping the mount by Using the Forced Bridge  
Evading an Attack to the Head while Supine (Don Gulla)  
Extreme Close Quarter Gun Manipulation  
Falling and Shooting  
Falling Tactically  
Falling Without Injury  
Fighting Man Dummy Drills  
Figure 4 Straight Arm Bar Takedown  
Focus on Hand-to-Hand Tactics  
Forcing Compliance Under Pressure  
Front Cuffing from Behind  
Ground Defense Position  
Ground Positions: Weapon Retention  
Ground Stabilization after baton strikes  
Ground Strikes  
Haganah Gun Disarms  
Have a Backup Plan for your Manipulation Skills  
Hip Escape Drill  
How to Use Striking Shields  
How to Write Effective Use of Force Incident Reports  
Inside Arm Drag  
Inside Arm Drag Progression  
Intervention Options  
Kei Satsu Jitsu  
Knee Strike Technique  
Kneeling Pat Down  
Knife Attack Avoidance  
Large Squad Riot Techniques  
Layer System of an Offensive Individual  
Less Lethal Options  
Leverage Techniques  
Lt. Dan Marcou: Leg Locks  
Lt. Dan Marcou: Pressure Point onto the Nose  
Lt. Dan Marcou: Tactical about-face Maneuver  
Lt. Dan Marcou: The Boma Technique  
Lt. Dan Marcou: The Bow Technique  
Maintaining a Reactionary Gap  
Martial Arts Inspired Baton Striking and Foot Patterns  
Maximizing Your Body Mechanics When Striking  
Measuring Compliance when Applying Handcuffs  
Medical Validation in Defensive Tactics  
Mid-line Jab Defense  
MMA: Defending a Wide Punch  
Moving to Fight a Close Quarter Ambush  
Multiple Suspect Control in Close Quarters  
Non-Escalation vs. De-escalation Verbal Tactics  
Offensive Strategies for Immediate Control  
Officer Involved Shootings  
Outfitting for Corrections  
Overhead Knife Defense  
Partial Mount Escape and Transition to Tools

Personal Body Weapons  
Police vs Correctional Hostage Negotiations  
Positions of Disadvantage 1  
Positions of Disadvantage 2  
Positions of Disadvantage 3  
Power Punch Technique  
Practicing Low Knee  
Practicing Low Knee Strikes  
Professional Posturing  
Proper Response  
Quick Closure  
Reality Training: A Failed Stun Gun Deployment  
Reality Training: A Volatile Foot Pursuit  
Reality Training: Control Tactics in Court  
Reality Training: Courthouse Shooting  
Reality Training: Escaping Handcuffs  
Reality Training: Nothing to Hide- Inviting Society to the Police Use of Force Training  
Reality Training: Reapproaching a Suspect After the Shooting Stops  
Reality Training: Re-approaching the Suspect after the Shooting Stops  
Reality Training: Rendering First Aid to a Downed Suspect  
Reality Training: A Mixed Compliance Felony Stop  
Rear Hostage Gun Disarm  
Recovering from a Knock Down  
Recovering from the Ground while Having your Weapon Out  
Responding to an Incident in a Courtroom  
Response to an Attempted Gun Grab  
Reverse Twist Take Down  
Sankyo Demonstration  
SARS Technique in Practice  
SARS Transition Drills  
Securing an Inmate from Knee on the Belly  
Sequencing Defensive Tactics Training  
Shield Selection for Cell Extractions  
Speed Cuffing from Four Positions  
Standing Pat Down  
Star Tactic Variations  
Stuff and Cuff Techniques  
Surviving a Jail Stabbing Assault  
Suspect Control and Handcuffing  
Tactical Formations  
Tactical Handshake  
Tactical Knife Defense  
Take Down Tactics for Smaller Officers  
Takedown from a Figure Four  
Taser Failure Techniques  
TASER Use and Deadly Threats Situations  
Taser Use and Transition to Firearms  
Thai Boxing Tool for Law Enforcement  
The Blast Ball: For Less-Lethal Crowd Control  
The Cooper Color Code  
The Director Drill  
The Horn Come-Along Technique  
The Lifting Kick  
The Lost Art of Manual Control  
The Power of a Forearm Fuse  
The T-Kick  
The Z Lock  
Toolbox Approach  
Training Drills: Punching Attacks  
Training with Inert OC Spray: Hitting Your Target  
Transitioning from Armbar to Prisoner Lock  
Trap and Stun Technique

Using Distance Drills in your Control Tactics  
Variations in the Transport Wrist Lock  
Variations of a Foot Trap  
Warrior Mindset  
Weapon Takeaways and Take Backs  
Winning Courtroom Confrontations  
Wrist Grabs

## **ESCORTING INMATES**

- FULL-LENGTH COURSES

### **Court Tactics and Techniques**

1 HOUR

There are few places more dynamic, emotional, and potentially dangerous to transport an inmate than a courthouse. Anytime you transport an inmate out of a secure correctional facility, you must be vigilant of your surroundings. This is exponentially true for courthouses and courtrooms. Inmates, their family, victims, and enemies know in advance when their court proceedings will be held. This provides ample opportunity for escape attempts, passing of contraband or assaults. That coupled with the emotional context around court proceedings, testimony, and sentencing, the courtroom requires a heightened level of awareness and security. This course will focus on transporting and monitoring inmates going to court, in a way that is safe and efficient for the inmate, yourself, and others.

### **Escorting Inmates**

1 HOUR

The process of escorting inmates, though simple, carries the highest risk of escape. This includes movement within or between facilities, to and from court, hospitals, or other medical detail locations. Many precautions are taken before moving inmates. This course is designed to highlight all of the different facets of moving inmates under your control.

## **FACILITIES ADMINISTRATION**

- FULL-LENGTH COURSES

### **Basic Jail Security Principles**

1 HOUR

This course will shed light on the necessities for a safe and productive shift. It goes without saying that we all want to go home at the end of the day and the lessons contained in this course can help you walk out the door in one piece physically and mentally.

### **Disciplinary Procedures in a Corrections Setting**

1 HOUR

This one hour course is designed to highlight all of the different facets of disciplinary procedures in a corrections setting.

### **Fire Prevention and Response Plan for Jails**

1 HOUR

This course will help you understand the importance and what action you as a correctional officer can take to safeguard your fellow officers and the inmates.

## **Inmate Record Keeping**

1 HOUR

The one-hour Inmate Record Keeping course is vital to Officers in a correctional facility. Keeping accurate logs and records of inmates will ensure an efficient and safe environment for inmates, officers, and the public.

## **Investigating Deaths in Jails**

1 HOUR

When a death occurs in jail, questions arise. This course will familiarize the learner with the common causes of death in jail, such as medical conditions, homicide, suicide, and natural causes. Each death is a statistic. The learner will review some of the most recent data concerning deaths in jails, understand why all jail deaths need to be investigated, and understand the importance of informing the surviving family members and the community.

## **Jail Risk Management**

1 HOUR

This course will deal with the risks associated with jails, which fall into three main categories: facility, jail operations and management/administration.

## **Nutritional Standards for Correctional Facilities**

1 HOUR

It's not your mom's cooking, that's for sure, but you can be certain that inmates' nutritional intake is regulated and carefully planned to ensure that they are reaching certain dietary standards set forth.

This one-hour course will provide an overview of nutritional standards that must be met, exceptions, and precautions that are taken to ensure that every inmate is receiving a safe meal.

## **Safety First: A Refresher in Facility Security**

1 HOUR

This course will provide insight and understanding about the importance of reading the climate of the inmate population, enhancing observation skills, communicating with staff and inmates and maintaining good thinking skills to keep tensions down in the facility while at the same time maintaining a high level of safety. The CO will learn how to recognize the possibility of inmate violence better, how to read signs of tension in the inmates and how to take proactive action to decrease, rather than escalate violence. The basis of this course is knowledge and awareness about inmate violence and how to prevent it as much as possible.

## **Written Communication and Report Writing**

1 HOUR

This one-hour course will enlighten you in the reasons for writing reports, what you should complete detailed reports about, and tips for writing outstanding communication and reports.

- [TRAINING BLOCK COURSES](#)

### **Report Writing**

Report Writing consists of many areas that are important to ensure a successful prosecution. This section covers everything from the basics of writing a report, like note taking, documenting the elements of a crime, authoring indicating chronological order, to legal issues such as evidence collection, metadata, old reports and more.

## Report Writing 1

1 HOUR

Videos in this course include:

Checklist for Report Writing  
Kevin Dillon's Report Writing Tips  
Report Writing: Authoring  
Report Writing: Cell Phones  
Report Writing: Cut and Paste  
Report Writing: Distractions

## Report Writing 2

1 HOUR

Videos in this course include:

Narrative Skills for Report Writing  
Report Writing: Chronological Order  
Report Writing: Elements of the Crime  
Report Writing: English Skills  
Report Writing: Legal Issues (Brady vs. Maryland)  
Report Writing: Note Taking  
Report Writing: Reviewing  
Report Writing: Technology  
Report Writing: Understanding Time Management

- SINGLE VIDEO COURSES

Checklist for Report Writing  
Kevin Dillon's Report Writing Tips  
Narrative Skills for Report Writing  
Report Writing: Authoring  
Report Writing: Cell phones  
Report Writing: Chronological Order  
Report Writing: Cut and Paste  
Report Writing: Distractions  
Report Writing: Elements of the Crime  
Report Writing: English Skills  
Report Writing: Evidence Collection  
Report Writing: Keys to Time Management  
Report Writing: Legal Issues (Brady vs. Maryland)  
Report Writing: Metadata  
Report Writing: Note Taking  
Report Writing: Reviewing  
Report Writing: Spell Check  
Report Writing: Technology  
Report Writing: Understanding Time Management

## **GENERAL HEALTH AND WELLNESS**

- FULL-LENGTH COURSES

### **Dealing with Stress**

1 HOUR

This one-hour course aims to prepare you with the necessary tools to pick up on the cues indicating that things may be more stressful than just the normal, everyday triggers that ebb and flow in all of our lives.

### **Diabetic Emergencies**

1 HOUR

Diabetes is a growing health concern. Many people are at serious risk and unaware that they are even diabetic. Others may be managing their diabetes, but they may have forgotten to take their insulin, or they forgot to eat and are now having a crisis. You may very well be working with someone who is diabetic and not even know it. If a co-worker were to suffer a diabetic emergency, would you know how to help them? Understanding the signs and symptoms of diabetic emergencies will help you to respond confidently and effectively to help a person experiencing a diabetic emergency.

### **Eating Right for Health and Fitness**

1 HOUR

By 2030, recent reports project that half of all adults in the United States will be obese. In order to feel healthier from the inside out, it is essential to understand what you are eating and how you are eating. In this course, we will tackle the root issue behind these illnesses &ndash; lack of proper diet and exercise.

### **High Blood Pressure – Reducing Your Risks**

1 HOUR

This course defines high blood pressure and describes the lifestyle changes that you can make to lower your risk of hypertension while improving your overall health.

### **Interacting with the Mentally Ill as a First Responder**

1 HOUR

With the increased number of cases in the mental health population as well as greater mental instability within the general public, dealing with the mentally ill has become a common occurrence for first responders. Often lacking is a strong knowledge base and proper tools and techniques for how to handle and interact with these individuals safely and effectively. Proper identification and understanding of the major mental disorders are essential. Additionally, being able to identify the various classes of psychiatric medications and their uses will help the first responder in the identification of the type of mental illness as well as guide his or her interaction.

### **Opioid Crisis: Protecting Our First Responders**

1 HOUR

The increased availability of synthetic opioids coupled with the heroin epidemic has not only led to a significant increase in overdoses and deaths, but also an increased risk to first responders who must come into contact with these substances during the course of their duties. Exposure to small amounts, the size of a grain of sand, can lead to respiratory depression and even death. Proper identification and knowledge of the various opioids, signs and symptoms of exposure, and immediate life-saving measures to be employed in the event of exposure are critical to saving the life of yourself or others. Additionally, the likelihood of first responder exposure requires the implementation of universal precautions including but not limited to personal protective equipment (PPE), Narcan training, and specific procedures for testing of suspected substances.

## **Sleep and Your Health**

1 HOUR

Sleep is an essential part of our lives. Unfortunately, many of us take the importance of sleep for granted. Quite often stress, work, and life in general get in the way of a good nights rest. Poor sleep hygiene impacts not just the individual but society as a whole. Understanding the signs and symptoms of sleep deprivation along with the various sleep disorders will help you to identify potential warning signs in yourself and that of others. There are many effective treatments available for sleep disorders along with various tips and tools for getting better sleep.

## **Smoking Cessation**

1 HOUR

The use of tobacco is one of the most prevalent, deadly, and costly of habits. Smoking is bad for not just your own health but for those around you as well. Recognizing and accepting the reasons why you should quit is half the battle. You need the help and support from effective treatment options to help you quit smoking for good. Lastly, having a realistic plan to quit smoking and knowing about the many resources available for you or others will set you on the path to becoming a non-smoker.

## **Stress and Your Health**

1 HOUR

This one-hour course explains the importance of understanding and effectively reducing stress in daily life. Stress and Your Health will provide practical applications of stress management.

## **Tourette Syndrome and Other Neurological Disorders**

1 HOUR

Tourettes disorder is the most widely studied and most severe of the tic disorders. Tourettes disorder and the other associated neurological disorders can have a significant impact not only on the daily lives of the persons affected but those around them as well. Understanding the signs and symptoms of Tourettes disorder along with ADHD and OCD will help you to identify the conditions, have a better understanding of these disorders, and an appreciation for the struggles these individuals live with on a daily basis. There are many effective treatments available in the battle against these various disorders along with many resources available for you or others to seek help.

## **Understanding Anxiety Disorders, OCD, and PTSD**

1 HOUR

Anxiety disorders are second only to mood disorders in terms of being the most commonly diagnosed mental disorders. Anxiety disorders can affect anyone and have a significant impact on their daily lives. Understanding the signs and symptoms of the anxiety disorders along with OCD and PTSD will help you to identify potential warning signs in yourself and that of others. There are many effective treatments available in the battle against these various disorders along with many resources available for you or others to seek help.

## **Understanding Autism Spectrum Disorder**

1 HOUR

Autism spectrum disorder (ASD) can cause significant social, emotional, communication, and behavioral challenges. People with autism spectrum disorder interact, behave, and communicate in different ways than most people. People with ASD vary in terms of their abilities and the amount of help they need. ASD can have a significant impact not only on the daily lives of the persons affected but those around them as well. Understanding the signs and symptoms of autism spectrum disorder will help you to identify the unique features of the disorder and have a better understanding of and an appreciation for the struggles these individuals live with on a daily basis. While there are no cures, there are many effective treatments along with many resources available.

## **Understanding Behavior, Burnout and Depression**

1 HOUR

Usually, we all cope with our life situations successfully. Sometimes, however, we may feel overwhelmed by certain events or difficulties. Some people suffer from brief periods of mental illness or instability and then seem to recover completely. Others suffer from mental disorders for most of their lives. Regardless of the cause or the duration of the mental illness, following the completion of this one hour course, you to be able to recognize mental health difficulties.101")

## **Understanding Carpal Tunnel Syndrome**

30 MINUTES

As you proceed through this course, you'll learn some important facts that will help you to understand better what carpal tunnel syndrome is all about. Some may surprise you, but all of them will help you to make more informed decisions about how to better take care of your hand/wrist health.

## **Understanding Depression and Bipolar Disorder**

1 HOUR

Mood disorders are the most commonly diagnosed of all the mental disorders. Depression and bipolar disorder can affect anyone and have a significant impact on his or her daily life. Understanding the signs and symptoms of these two conditions will help you to identify potential warning signs in yourself and that of others. There are many effective treatments available in the battle against depression and bipolar disorder along with many resources available to seek help.

## **Understanding Eating Disorders**

1 HOUR

Eating disorders are treatable medical illnesses which include anorexia, bulimia, and binge eating disorder. Quite often, eating disorders coexist with other mental disorders such as anxiety disorders, depression, and substance abuse. Eating disorders can become life-threatening if a person does not receive proper treatment. Understanding the signs and symptoms of the eating disorders will help you to identify potential warning signs in yourself and that of others. There are many effective treatments available in the battle against eating disorders along with many resources available for you or others to seek help.

## **Understanding Nutritional Information and Labels**

30 MINUTES

In the 21st Century, Americans have become more health-conscious than ever before. Along with regular exercise, good nutrition has become a focus of attention for anyone wanting to maintain a healthy lifestyle. The companies whose products line supermarket shelves have attempted to offer guidance to food consumers wanting to make healthy food choices by providing nutrition labels on their products. But what does this information one these labels mean? In addition, what's the difference between "reduced sodium" and "low sodium?" What makes food "organic?" This course will help decipher the terminology of nutrition and make it more understandable for consumers.

## **Understanding Prediabetes**

1 HOUR

Diabetes is a growing health concern. Many people are at serious risk and unaware of it. Prediabetes is the precursor to diabetes. This means you can reverse your path to diabetes with lifestyle changes. Diabetes can affect anyone and have a significant impact on their daily lives. Understanding the signs and symptoms of the prediabetes will help you to identify the warning signs and risk factors in yourself and that of others. There are many preventive measures you can start today in the battle against diabetes along with many resources available for you or others to get more information.

## **Walking Your Way to Fitness**

1 HOUR

Nobody plans to get out of shape. With the challenges of everyday life that most adults cope with, sometimes it just sneaks up on us. When it does, some will make excuses for why they can't exercise; still, others jump full tilt into a rigorous program and either hurt themselves or simply burn out. The key to starting an exercise program after a sedentary lifestyle is to start slow and do something that won't be too rigorous or too expensive. In this course, the learner will explore some common sense approaches to getting back into shape with a focus on starting a walking program.

## **Yoga for First Responders**

1 HOUR

First responders serving in emergency response can experience physical health issues which range from chronic pain to difficulty sleeping. They are also at risk for post-traumatic stress and are routinely challenged to perform high-stress situations. Yoga practice is effective for reducing the impact of stress experienced by emergency personnel and increasing resiliency to support improved performance in crisis situations. This course explains the scientific basis for yoga practice to support emergency personnel and provides introductory yoga practices appropriate for any first responder. No experience is necessary and flexibility is not a requirement. Although most people associate yoga with poses, this course highlights the most important and beneficial aspect, tactical breathwork. This course will allow you to experience yoga practice and consider what types of yoga may be a good fit for you. Also included are strategies for incorporating yoga in emergency personnel units.

## **GENERAL MANAGEMENT SKILLS**

- FULL-LENGTH COURSES

### **Employee Recognition**

1 HOUR

Employee recognition is a communication device that reinforces and rewards the most important outcomes for an organization. As an employer, you will explore how to effectively design recognition programs, deliver genuine recognition and establish win-win relationships with your employees.

### **Employee Retention**

1 HOUR

The cost of employee turnover is outrageously high—estimates show that it can cost an employer anywhere between \$45,000-\$150,000 to replace an employee. Retaining talented employees requires a concerted effort on the part of companies and managers. In this course, learners are provided an overview of traditional and modern retention methods, practical tips for open communication with employees, and top reasons why managers and companies fail to retain employees.

### **Generational Differences**

1 HOUR

Generational differences influence nearly every facet of your organization, from hiring and recruiting, dealing with change, training, retaining employees, and communication. How can your organization better understand these differences and use these generational differences in a beneficial way? In this course, learners will examine the four most prominent generational workers, their core values, and how these come into play in the workplace.

## **Goal Setting Skills**

30 MINUTES

This course trains employees to understand the importance of goal setting and how to set them effectively. It also helps them recognize barriers to implementing and achieving goals.

## **Interviewing Skills for Managers: Conducting an Interview**

1 HOUR

This course is designed to provide managers with the knowledge and skills to recruit and onboard the right talent. Behavioral interviewing is a proven hiring technique that will allow you to hire candidates who have the necessary skills to perform at the highest level on a job. This technique has a higher percentage than traditional interviewing processes for predicting the future of job candidates.

## **Managing Risk in an Aging Workforce**

30 MINUTES

Did you know that the American workforce is getting older? Almost one-third of the U.S. population was born between 1945 and 1965, and the oldest members of this group are either retired or preparing to retire. Many organizations often overlook large-scale trends in the American population as potential risk factors. Demographic trends in the workforce, however, can significantly impact your organization's ability to operate efficiently and effectively. Because long-term planning is often neglected, this course will provide learners with information necessary to identify demographic risks to your operations and will provide possible strategies that can be employed to address these concerns before they negatively impact your organization.

## **Meeting Management**

1 HOUR

Every day at workplaces around the country, employees huddle in conference rooms to tackle a wide range of issues. Most meetings, however, are almost universally perceived by employees to be an unproductive, costly waste of time. Through poor planning and flawed execution, organizations are not fully maximizing the potential value a meeting can yield. In this course, we will examine some measures that can be taken to help you get more out of meetings, which, in the end, will lead you to a happier and more productive work environment.

## **Parliamentary Procedures**

1 HOUR

Whether you are an experienced leader or just beginning your role as a leader or member, knowledge of parliamentary rules and procedures is essential to conduct efficient and high-quality meetings. Every member needs to be aware of the methods of good procedure, and leaders need to be well-versed in the use of proper techniques. Good parliamentary procedure not only ensures order, it ensures justice to everyone, provides productive use of limited time, and ultimately gives everyone a sense of self-confidence. Defining roles and responsibilities, explaining the various types of meetings, and discussing the various ways to make a motion are critical to your success on any board, committee, or any organized formal meeting.

## **Performance Management**

30 MINUTES

This course will help your managers understand the importance of performance management, both in annual reviews as well as through an ongoing process.

## **Providing Effective Onboarding**

1 HOUR

Organizations understand the importance of quickly assimilating a new hire to ensure success for the organization. This course explores the elements of onboarding and how to build an effective onboarding program by providing support tools, resources and best practices.

## **Retaining Talent**

1 HOUR

One of the most critical issues facing organizations today is how to retain their employees. Yet nearly one-quarter of all U.S. workers quit their jobs in 2006, and in some industries, the turnover rate is considerably higher. This one-hour course will educate employers on how to retain talent in their organization.

## **Running an Effective Board Meeting**

1 HOUR

Are your board members complaining behind closed doors? Are they frustrated that some board members are ill-prepared? Do they feel like their input is being overshadowed by other members? These are some of the common complaints by those who feel that board meetings are a waste of time and resources. Board member dissatisfaction is a huge barrier to the boards work. This course will focus on how to turn mentally-draining, routine meetings into meetings that are efficient and purposeful.

## **Science of Employee Engagement**

1 HOUR

This one-hour course in the Science of Employee Engagement delves deeper into the motivation, opportunities, and the science of engagement in the workplace.

## **Shaping an Ethical Workplace Culture**

1 HOUR

Workers create an organization's culture of credibility, integrity, and excellence. When a group of employees honors an environment of ethical principles and foundation, the organization benefits from the culture. The instructional goal of Ethics in the Workplace is to highlight the importance of ethical behavior choice, examine ethical decision-making, and discover consequences of individual ethical attitudes on the organization as a whole.

## **Successful Customer Interactions**

1 HOUR

There is a strong correlation between customer satisfaction and the success of a business or department. Welcoming customers means working to create satisfied customers from the inside-out. When local government creates satisfied customers, we create empowered and informed citizens. In this course, learners will discover how to interact as co-workers and service providers. We will also cover understanding the customer goal and how to create goals that will lead to successful customer interactions.

## **The Aging Workforce: Leveraging the Talents of Mature Employees**

1 HOUR

Mature workers are generally defined as workers over age 55 with substantial experience. These skills are honed during decades of employment. Retaining talented, mature workers and recruiting new ones is simply good business for most organizations.

## **GENERAL PROFESSIONAL SKILLS**

- FULL-LENGTH COURSES

### **Basic Telephone Skills**

30 MINUTES

This course is designed to ensure all workers understand how to make a positive impression by the way they manage calls and messages. While technology allows for more communication, good communication still depends upon the people handling the conversations. With a few basic communication skills appropriate for today's workplace, anyone in an organization can handle telephone calls professionally and effectively.

### **Business Writing Basics**

1 HOUR

Business Writing Basics provides a foundation for planning and writing various forms of business documents. Communicating effectively in writing has always been a requirement for many jobs, but with internet use reaching critical mass, its now a key skill for most jobs. This course guides you through the business writing process. Beginning with the considerations prior to putting pen to paper, or fingers to keyboard. Then receive tips and tricks for creating an effective document through style and structure, language use, and flawless spelling and grammar.

### **Career Professionalism**

30 MINUTES

This course illustrates how accepting personal responsibility for our own actions and everything that happens in our life helps us raise our level of expectations regarding our behavior and our goals. We stop acting like victims and start acting like persons in control of ourselves and our lives.

### **Developing Effective Communication Skills**

1 HOUR

Communicating with coworkers, clients, and management is a core activity for most positions. If you communicate effectively, you are more likely to achieve success in your career and personal life. Being a good listener and knowing how to write effective documents will also ensure your success as a communicator. This course will provide you with tools and suggestions on how to accomplish this goal.

### **Developing Leadership**

1 HOUR

Leaders are at every level of an organization. Developing the necessary leadership skills is essential to the organization's success. This course will present leadership development planning, characteristics, styles, and opportunities to expand the learners leadership talent.

### **Effective Presentation Basics**

1 HOUR

Public speaking is one of the biggest fears for most people. Just the thought alone of having to stand in front of a large group of people and speak for any length of time is enough to send some people into hiding. But public speaking is an important part of life for some, especially those whose jobs require it. In this course, we will explore the components of effective presentations, how to best prepare for a presentation, and strategies for giving a presentation that engages the audience with passion and energy while decreasing anxiety levels for the speaker.

## **Emotional Intelligence for Leaders**

1 HOUR

There are many traits and characteristics of a good leader, but recent research has discovered the impact emotional intelligence plays in a leader's success. This course will instruct and provide leaders with techniques to grow and develop in their emotional intelligence and become better leaders.

## **Enhancing Work Relationships**

1 HOUR

The average person will spend 90,000 hours at work over a lifetime. This means that the relationships we build with our co-workers play a significant role in our lives. In this course, learners will explore a variety of tips and techniques for engendering and enriching relationships at work such as building trust and respect, focusing on listening, assertiveness, and conflict resolution.

## **Finance 101 for Non-Financial Managers**

1 HOUR

Successful managers create budgets that align with the department and the organization's strategic goals. They are diligent to manage and yet flexible to adjust their budgets as needed. This course equips non-financial managers to successfully analyze financial data, and create and manage budgets.

## **Leadership v. Management**

1 HOUR

Management and leadership are terms that are frequently used interchangeably; however, they are not the same thing. They have quite distinct meanings. The two do have similarities, but they also have important differences. This course is designed to help you understand the difference between leadership and management and why these differences are important.

## **Press Conference and Briefing Basics**

1 HOUR

Holding a press conference or briefing is an essential way to spread important information to a variety of sources. This course focuses not only on when and why to hold a press conference but the elements involved in planning a successful conference. The event planning element includes determining the optimal time, date, and location, while media planning includes how to assemble a media kit, the key to successful talking points, and creating an event timeline. This course also includes information on developing a crisis response plan that can be utilized for a press conference.

## **Skills for the New Trainer**

1 HOUR

Sharing one's knowledge and experience can be highly rewarding, and whether you've become a recent trainer due to interest or professional request, you may not know all the important skills a trainer needs to successfully impart his or her knowledge. In this course, learners will examine the necessary skills of an effective trainer and adult learning principles, as well as an in-depth view of the ADDIE model and other ways to plan and manage any training program.

## **Supervisor Skills 101**

1 HOUR

This one-hour course provides an overview of the skills supervisors, and managers need to manage employees effectively. Supervisors and managers are the backbone of the business - linking upper management to the body

of the organization. Effective supervisors and managers must possess a variety of skills to be successful in the workplace. This course focuses on effective communication, responsibilities of a Supervisor, leadership skills, and organizational development.

## **Supervisor Skills 201**

1 HOUR

This one-hour course will cover how supervisors and managers can continue to build a basic foundation of the vital skills necessary to manage their employees. During this course, you will gain a better understanding of five additional key skills that supervisors and managers must possess to be successful. The skills shared in this course are those which can be learned and mastered through both education and practice. They include implementing change, promoting fundamental values, using good judgment, producing results, and developing your team.

## **Time Management Skills**

1 HOUR

Time can feel like a fleeting object. With only so many minutes in the day to accomplish all of the tasks you set out to do, it's important to be able to manage your time wisely and effectively. In this course, learners will explore the ways they can manage their time, defeat procrastination, and accomplish their goals not only in the workplace but also their personal lives.

## **Transition from Peer to Supervisor**

1 HOUR

Congratulations! You have just been promoted to a leadership role in your company. This marks a significant milestone in your career, and with it comes greater responsibility. Not only is your title different but so is how you are viewed by your fellow employees now that you are their supervisor. Recognizing how to handle the transition from peer to supervisor will make your recent advancement go much more smoothly. There are a number of communication and leadership strategies as well as recommendations on how to create a successful management style your peers can get behind.

## **Workplace Stress Resiliency**

1 HOUR

Stress in the workplace is a normal occurrence, and it doesn't always have to be negative. But when stress does become too much to bear, it can interfere with productivity and performance, and it can even impact your physical health and emotional well-being. In this course, learners will explore how workplace stressors can affect your life both in the workplace and at home, as well as the ways you can reduce stress, improve job satisfaction, and increase your physical and emotional health.

## **Writing an Effective E-mail**

30 MINUTES

This course covers the various components of an e-mail message, techniques for communicating effectively through e-mail, and appropriate styles for different types of e-mail messages.

## **GENERAL SAFETY/COMPLIANCE**

- FULL-LENGTH COURSES

### **Absorbents and Spills**

30 MINUTES

In this course, the learner will be exposed to best practices for preventing spills in the work area, gain insight on how to deal with a spill and finally, gain knowledge as to why floor drains are rapidly becoming extinct and what best practices are related to floor drains and spilled fluids.

### **Advanced Defensive Driving Techniques**

1 HOUR

This course concentrates primarily on advanced defensive driving techniques. You will be given instruction on how to drive defensively in adverse conditions including heavy rain, snow, and ice. We will further discuss how to share the roadways with other motorists, cyclists, and pedestrians.

### **Airborne and Bloodborne Pathogens**

1 HOUR

The First Responder must have knowledge of the appropriate personal protective equipment when responding to an emergency to protect the first responder against airborne and bloodborne pathogens. In this course sponsored by Decon7 Systems, learners will review the different airborne and bloodborne pathogens they will most commonly be exposed to with discussion of a new bloodborne pathogen as well as the equipment and preventative measures that should be taken for those pathogens.

### **Back Injuries**

1 HOUR

According to the Bureau of Labor Statistics, musculoskeletal disorder injuries accounted for 33% of all worker injury and illness cases. Whether these injuries stem from occupational hazards or poor health, they can cost both employers and employees time, money, and energy. In this course, we will focus on the causes of back pain, ways to prevent back pain through proper lifting techniques and workplace ergonomics, and how to properly treat current back pain in order to better prevent future injuries.

### **Basic First Aid**

2 HOURS

In the event of an emergency, would you know what to do to help yourself or someone else? Could you render potentially lifesaving assistance until first responders arrived? You never know when or where a medical emergency will occur. If a co-worker were to be injured, you could be their best chance of survival. Understanding basic first aid will help you to respond confidently and effectively to various emergencies that may occur whether at home, in the workplace, or anywhere you may be.

### **Bloodborne Pathogens for First Responders**

1 HOUR

This Bloodborne Pathogens online course provides the necessary training in accordance with Occupational Safety and Health Administration (OSHA) Bloodborne Pathogen Standard 29 CFR 1910.1030 for firefighters and is appropriate for emergency responders.

## **Business Continuity**

1 HOUR 30 MINUTES

In this course, the learner will find out why business continuity planning is essential, learn to recognize the forms in which disasters strike and the categories in which they fit, gain understanding of the importance of organization assets and the recovery time objective for each item and finally, learn to identify the eight categories that should be incorporated into every business continuity plan.

## **Computer Security Basics**

30 MINUTES

This course will help your employees keep their personal and business information and files safe from viruses and other dangers.

## **Confined Spaces 101**

1 HOUR

This one hour course will educate both employers and employees who work in confined spaces on how to develop a safe work environment that complies with federal regulations. Because confined spaces are potentially dangerous, this course will explain the confined and permitted spaces. It will also define how to identify Permit Spaces (Section 1203(a)) and the employer responsibilities around precautions whenever workers enter or work in a dangerous space.

## **Confined Spaces 102**

1 HOUR

This one hour course will continue to educate both employers and employees who work in confined spaces on how to develop a safe work environment that complies with federal regulations. It will focus on permitted spaces as well as non-permitted areas. (Section 1203(g)). It also explains alternative procedures for certain permit spaces (Section 1203(e)). Worker Training, Rescue and Emergency Services and Sewer System Entries. The course also covers code sections 1207 through sections 1211.

## **Crisis Management**

1 HOUR

This course is designed to help all departments, organizations, and agencies within the public sector prepare for just such an event.

## **Dealing with Cold Stress**

1 HOUR

When working outdoors in the cold or working in artificially cold environments, such as refrigerated areas, serious cold-related injuries and illnesses may occur. Cold-related hazards have the ability to cause permanent tissue damage or even death. This course will help individuals recognize the health risks associated with cold stress, identify methods for minimizing its effects, and recognize the symptoms of hypothermia and frostbite.

## **Dealing with Heat Stress**

1 HOUR

As the fall and winter fade, spring and summer bring allergies, a variety of pests, and extreme heat. Although you can't predict the weather, heat exposure must be addressed head on to avoid serious harm and injury. This course will help individuals recognize the health risks associated with heat stress, identify methods for minimizing its effects, and recognize the symptoms of heat stroke and exhaustion.

## **Defensive Driving Basics**

1 HOUR

This course will dive into the basics of defensive driving, including its definition, purpose, and importance, as well as the factors that play an important role from the driver's perspective. We will also discuss the equipment and judgment necessary for driving safely, as well as review the types of impairment that should be avoided to increase driver safety.

## **Driving While Distracted**

2 HOURS

According to the National Center for Statistics and Analysis, every day 9 people die and over 1,000 are involved in a car accident as a result of distracted driving. No matter how long you have had your license, how good of a driver you are, or how safe the roads are, we are all susceptible to driving while distracted. This course will cover the different types of distracted driving, how to avoid each type, as well as evaluate examples of distracted driving in order to focus on how to improve your safety on the road.

## **Electrical and Fire Safety**

1 HOUR

This course will help employees identify the most common electrical hazards and flammables. It will also help them learn what to do in case of a fire and how to recognize and use the different types of fire extinguishers.

## **Emergency Preparation and Egress**

1 HOUR

An emergency can happen at any time or place. Having the knowledge and skills to successfully deal with an emergency can save your life and the ones around you. This course will explore the concept of preparing for and responding to an emergency in the manner that provides the best chances for survival.

## **Equipment Safety**

1 HOUR

More than 6,000 people fall off a ladder and die each year, and over 400,000 people deal with power tool injuries each year. With these numbers in mind, equipment safety can no longer be a topic that is overlooked. This course will help employees maintain a safe and efficient workplace by first exploring the different types of ladders and equipment used for materials transport, recognizing the risks of improper use as well as safe usage techniques, and then identifying the appropriate personal protective equipment (PPE) to wear.

## **FEMA Emergency Support Function #6: Mass Care, Emergency Assistance, Housing, and Human Services**

1 HOUR

Every community in the United States faces risks from emergencies and disasters. Communities prepare by gathering information about the specific risks they face and developing plans to meet those risks. They also share that information with the people in the community so they can take the appropriate measures to help themselves. Individuals and families can prepare for self-sufficiency following an event by developing a household disaster kit that includes medications, food, and water for themselves and their family pets, and by purchasing appropriate hazard insurance. In this course, you'll learn that Federal, State, tribal, local, and voluntary agency partners work together to accomplish the ESF #6 mission and help people through the recovery process.

## **FEMA Fundamentals of Risk Management**

2 HOURS

This course will introduce the essential role of risk management at the Department of Homeland Security (DHS). As a member of the DHS workforce, it is imperative that you have a general awareness of the concept of risk management and its applications to homeland security and your job within the Department.

## **FEMA Introduction to Homeland Security Planning**

2 HOURS

This course provides basic homeland security planning and encourages you to learn more about the planning process.

## **FEMA IS-702 NIMS Public Information Systems**

3 HOURS

The National Incident Management System (NIMS) provides a consistent nationwide template to enable all government, private-sector, and nongovernmental organizations to work together during domestic incidents. This includes public information.

## **FEMA ICS-200: ICS for Single Resources and Initial Action Incidents**

3 HOURS

ICS 200 is designed to enable personnel to operate efficiently during an incident or event within the Incident Command System (ICS) and provides training on and resources for personnel who are likely to assume a supervisory position within the ICS. The Emergency Management Institute developed ICS its ICS courses collaboratively with: - National Wildfire Coordinating Group (NWCG) - U.S. Department of Agriculture - U.S. Fire Administration's National Fire Programs Branch. Note: IS-200.b is an updated version of the IS-200 course. If you have successfully completed IS-200 or IS-200.a, you may want to review the new version of the course. For credentialing purposes, the courses are equivalent. This course is NIMS compliant and meets the NIMS Baseline Training requirements for IS-200. IS-100 Introduction to the Incident Command System is required. Completion of IS 700A, National Incident Management System (NIMS), An Introduction is recommended.

## **FEMA Social Media in Emergency Management**

2 HOURS

Social media has grown, not only as another major channel for broadcasting emergency communication to the public, but also as a means of conversing and engaging with the public as a whole community during emergencies. Whether in preparation for, in response to, or recovery from an emergency event, conversations are occurring on social media networks.

## **FEMA Surveillance Awareness: What You Can Do**

1 HOUR

The purpose of this course is to make critical infrastructure employees and service providers aware of actions they can take to detect and report suspicious activities associated with adversarial surveillance.

## **FEMA The Role of Voluntary Organizations in Emergency Management**

2 HOURS

Voluntary agencies have helped meet the needs of individuals and communities affected by disasters since the 1800s. Today, they serve a critical role in the emergency management field from helping communities prepare for and mitigate the effects of disasters to providing immediate response and long-term recovery services. Without the support, dedication, and expertise of voluntary agencies, the government would be unable to address all the

needs of disaster-affected communities. The overall goal of this Independent Study course is to increase awareness of the roles and responsibilities of voluntary agencies in emergency management.

### **FEMA Wildfire Mitigation Basics**

1 HOUR

How can you prevent injury and damage resulting from wildfires? This course will describe how to inform the public on ways to reduce wildfire damage and how to reduce or eliminate future damage from wildfires.

### **Fall Protection**

1 HOUR

In construction, more deaths are caused by falls than any other hazard. Falls account for over a third of the 700 plus construction deaths that occur each year. Workers performing tasks six feet or more above ground level are at risk of fatal falls or serious injuries.

### **Global SDS and the Hazardous Communication Standards**

1 HOUR

Whether you are involved in the production, transport, handling, use or disposal of hazardous materials, you need to be aware of the various health, physical, and environmental hazards associated with these chemicals. The Globally Harmonized System of Classification and Labeling of Chemicals (GHS) and the Safety Data Sheet (SDS) format is the next generation of the Hazard Communication Standard (HCS). Knowing what GHS is and how it is applied will ensure you have a strong base of knowledge for your role. We will provide a thorough understanding of what information can be found on the SDS as well as the ability to recognize the pictograms used to label hazardous materials.

### **HIPAA: Protected Health Information For Public Entities**

1 HOUR

This one-hour course focuses on HIPAA Regulations as it relates to Protected Health Information. In this course, the learner will learn what type of information can be disclosed, as well as the penalties for releasing information that cannot be disclosed.

### **Hazmat First Responder Awareness (FRA) Level I**

2 HOURS

This Hazmat First Responder Awareness course assists the First Responder in recognizing the hazardous substance and understanding how to respond.

### **Highway Incident Safety Guidelines for Emergency Responders**

2 HOURS

This two-hour course will equip you with the information needed to properly facilitate at the scene of a traffic incident.

### **Ladder Safety**

1 HOUR

This one hour course will educate you to ladder safety and the limitations and restrictions of ladders. It will also discuss the appropriate safety techniques you should practice. Additionally, this course will address the danger of a fall. Even the smallest of step ladders can result in significant injury.

## **Lockout/Tagout**

30 MINUTES

This course will provide an introduction to what employees are required to know about OSHA's standard on Lockout/Tagout. It defines the requirements for workers performing service or maintenance on machinery and equipment that may be exposed to injuries from the unexpected startup of the machinery or equipment or the release of stored energy in the equipment.

## **Means of Egress**

1 HOUR

You are at your desk working quietly when you hear a blaring fire alarm wailing throughout your office building. There is confusion and panic as your co-workers try to locate the appropriate exit. This course will give you the skills and knowledge to be able to understand and apply the concepts of your emergency plan.

## **Personal Protective Equipment**

1 HOUR

Companies spend approximately \$170 billion a year accommodating for workplace injuries and illnesses. Around \$1 billion goes towards injured employees and their medical providers each week. The next time you consider the amount of each piece of personal protective equipment (PPE) costs, consider the cost it prevents. This one-hour course will better inform you about PPE and how wearing the proper equipment will create a safe and comfortable working environment for both you and your co-workers.

## **Preventing Accidents in the Workplace**

1 HOUR

When we think of the word accident, some of the first things that may come to mind are the terrible traffic collisions we so often see. While those accidents are certainly serious, a staggering number of accidents occur in the workplace each year. In this course, we will focus on the types of injuries that occur, and how they can be avoided.

## **Preventing Slips, Trips, and Falls**

1 HOUR

Slip, trip, and fall accidents are a leading cause of deaths in the workplace. The Bureau of Labor Statistics reports over one million slips, trips, and falls each year. These workplace injuries incur high rates of lost work and medical costs; it will benefit employers and employees alike to understand the risks involved and learn ways to avoid this type of hazard.

In this course, the learner will learn how to identify where slips, trips, and falls are most likely to occur, list how to minimize the risk of workplace accidents, and recognize the importance of personal responsibility in risk management.

## **Public Employee Safety in the Community**

30 MINUTES

Public employees whose work involves visiting the homes of citizens need awareness of the potential risks they might encounter in that process. Whether dog bites, slick sidewalks and pavements, or citizens themselves, employees should be prepared for anything. This course identifies some of the inherent risks and what you can do to minimize your physical risks.

## **Safeguarding Your Community from Terrorism**

1 HOUR

As a result of 9/11, several valuable lessons were learned by the U.S intelligence community, the military, and law enforcement. It exposed our weaknesses of being unprepared and a lack of urgency in addressing red flags. In this course, the learner will gain an understanding of the mind of a terrorist as well as how to identify suspicious activities that occur in your community.

## **HEALTH AND WELLNESS FOR CORRECTIONS**

- FULL-LENGTH COURSES

### **Suicide Prevention for Law Enforcement**

1 HOUR

This one-hour course provides law enforcement officers with the proper tools to prevent and address suicide prevention as it relates to mental illness.

- SINGLE VIDEO COURSES

Eating Patterns  
Fitness for Lower Back  
Fitness with Di Naso: Bench Press  
Fitness with Di Naso: Bench Squat  
Fitness with Di Naso: Front to Backward Lunge  
Fitness with Di Naso: Lat Pull Down  
Fitness with Di Naso: Medicine Ball  
Fitness with Di Naso: Prehabilitation Back  
Fitness with Di Naso: Pull-Up  
Fitness with Di Naso: Push-Up  
Fitness with Di Naso: Self Assessment  
Fitness with Di Naso: Split Squat  
Fitness with Di Naso: Working the Core  
Managing Your Stress  
Overcoming weight and fitness issues  
The Balanced Warrior

## **HOSTAGE SITUATIONS**

- FULL-LENGTH COURSES

### **Hostage Negotiations**

2 HOURS

This two-hour Hostage Negotiations online course will teach you the steps to creating a better outcome during a hostage crisis.

### **Understanding Hostage Incidents**

1 HOUR

The chances that you or a fellow officer will be taken as a hostage are slim, yet the chance looms out there as a reminder to remain diligent in your duties. Riots in correctional facilities occur, in some more than others, which makes this training is so important. To deter hostage incidents from occurring, this 1-hour course will help you recognize some of the signs. This training will also give you information to help you survive the case of a hostage situation.

## **HUMAN RESOURCES**

- FULL-LENGTH COURSES

### **ADA Compliance in Business**

1 HOUR

The American Disabilities Act provides people with disabilities with equal employment opportunity. In business, compliance can be complex and be challenging at times. This course is designed to provide leaders, managers and governmental staff with the knowledge and skills of ADA compliance. It is imperative to meet the proper protocols within an organization to effectively provide opportunities for all employees, but special attention should be paid to those with disabilities.

### **Anti-Harassment in the Workplace**

1 HOUR

Harassment in the workplace is a serious issue that requires a thorough understanding to promote awareness and ultimately prevention. It can happen to anyone, male or female, regardless of race, religion, age, or sexual orientation. Improper behavior in the workplace may have significant consequences for those involved, for yourself as an employee, and your employer. For employees who are the victim of harassment, this may create a hostile work environment which takes a toll on their career, their personal life, and their health. Recognizing the various types of harassment will help you to identify potential warning signs and take the necessary steps to report harassment. There are a number of preventive measures that can be employed as well as recommendations on how to create a more inclusive and accepting workplace culture.

### **Dealing With Angry Employees**

1 HOUR

Anger is not something most of us think about when we go to work every day. Unfortunately, we need to be prepared to deal with anger and the potential for violence in the workplace. Ignoring the problem will only cause the situation to get progressively worse. When this happens, it can have a negative and possibly destructive impact on your organization. A thorough understanding of workplace anger will help promote awareness and ultimately prevention.

### **Dealing with the Media**

30 MINUTES

This course focuses on the ways to get your agency's message out, including the personal pitch, press releases and press conferences. It also discusses how the media works, the different components of news and how to follow-up with story pitches. This course also includes information on responding to crises and emergencies, how to have a successful interview and how to control your message.

### **Discipline and Termination**

1 HOUR

In every organization, employees are 'let go' for various reasons. The decision to discipline or even terminate an employee is not one that should be taken lightly, and there is a right and wrong way to approach the situation. In this course, learners will explore ways to appropriately address issues before termination is necessary, be able to terminate employees confidently if discipline fails, and for employees to understand the need for a disciplinary process and the rules and expectations that inform them.

## **Diversity in the Workplace**

1 HOUR

Diversity in the workplace is an essential part of any workplace culture. As we live and work in a global economy, the diversity of those we interact with and who work alongside us must be both acknowledged and respected. Diversity is more than just a term; it is how individuals identify themselves as well as how others perceive them. Promoting diversity in the workplace should not be looked at as a requirement or a box to be checked. It is much more than that. Diversity in the workplace makes good business sense as a more diverse and inclusive workplace will be advantageous in recruiting, hiring, and maintaining talent within your organization. Beyond the benefits, it is important to effectively implement a solid program to manage and promote diversity in the workplace. And while there are challenges to implementing diversity in the workplace, the end rewards will certainly outweigh any obstacles along the way.

## **Drug and Alcohol Awareness**

1 HOUR

Workplace drug and alcohol abuse is a liability for any U.S. business, and smaller businesses are increasingly more vulnerable since drug testing may be performed less often than in larger businesses. Drug and alcohol abuse can affect anyone and have a significant impact on their daily lives. Understanding the signs and symptoms of drug and alcohol abuse will help you to identify potential warning signs in those around you. There are effective treatments available along with steps you can take to discourage and respond to workplace drug and alcohol abuse.

## **FMLA Training for Supervisors**

1 HOUR

The Family and Medical Leave Act (FMLA) was passed in 1993 and revised January 16, 2009, and March 8, 2013, with some provisions effective back to February 5, 2012. Of all federal employment laws, FMLA is one of the most popular and beneficial to employees. Employees are aware of the basic requirements of the law, but they may not realize the law provides employers with various options on how to administer FMLA. It is essential for all supervisors, in addition to the HR staff, to understand how to comply with FMLA and with the employer's own FMLA policy. This one-hour course will educate supervisors on FMLA in order to give employees the full and correct benefit of the law.

## **Family and Medical Leave Act (FMLA)**

1 HOUR

Whether joyful or stressful, the events experienced over the course of your life often require you to reevaluate your priorities. Adjusting priorities can often require you to make serious, life-changing decisions. In some cases, you might even need to choose between providing direct care for a loved one or new child in your home and the need to provide for your family's financial needs. In previous eras, people often became caught in an "either/or" situation because employers were not always cooperative when individuals needed time for personal matters. Employees ran the risk of losing their jobs and benefits if they made the choice of putting their family first. Fortunately, the Family and Medical Leave Act (FMLA) entitles eligible employees to take the time they need to handle life events. We will go over the FMLA in detail to help you understand the basic provisions and how the FMLA can benefit you.

## **Form I-9 and Employment Eligibility Verification**

1 HOUR

As an employer in the U.S., you are required to verify the work eligibility of your workforce. To verify work eligibility, U.S. employers use Form I-9. There are many different types of employee scenarios, and navigating them while validation employment eligibility can be difficult. This course outlines how to correctly fill out and retain the form, how to navigate complicated employee scenarios, and how the E-Verify system works with Form I-9.

## **HR Recruitment and Selection Process**

1 HOUR

When an organization determines the need for additional labor, employers have a number of choices to make. This may be the first step in a full-scale recruitment and selection process but sometimes hiring additional employees is not the best method to obtain additional labor. Since the costs of recruitment and selection can be staggering, hiring new employees should occur only after careful consideration. This one-hour course will better inform you about how to implement a successful recruitment and selection process.

## **Handling Angry Employees**

30 MINUTES

In this course, the learner will gain understanding regarding the importance of communication in dealing with employee anger, acquire knowledge regarding productive methods for dealing with employee anger, and finally learn to recognize the behavioral indicators preceding episodes of anger.

## **Personnel Record Retention (Federal Standards)**

1 HOUR

This one-hour course covers personnel record retention. In this course, the learner will be introduced to record retention basics, potential liabilities, as well as specific federal standards on a variety of employee records. Additionally, this course gives the learner a step-by-step guide on creating a foolproof record retention policy that protects your company on all legal and business fronts.

## **Recognizing Child Abuse**

1 HOUR

Child abuse and neglect is a serious issue and one in which we all need to be aware of. The pain and suffering are a daily occurrence for these children, and many have no voice, no one to advocate for them. They live each day in fear, not knowing what will happen to them. Some of these children will survive this traumatic childhood, but others will not. Many of these children will be left with a lifetime of psychological trauma. Recognizing the signs and symptoms of child abuse and neglect will help you to identify potential warning signs and take the necessary steps to report suspected cases of abuse or neglect. There are a number of preventive measures that can be employed and there are many resources available to get children the help they so desperately need.

## **Recognizing Domestic Violence**

2 HOURS

Domestic violence is a serious issue and one in which we all need to be aware of. Domestic violence can happen to anyone, but oftentimes it is overlooked, ignored, excused, or denied. Those in abusive situations live each day in fear, not knowing what pain and suffering they may have to endure. Unfortunately, some people never make it out of the relationship alive, others stay in the relationship because they believe they have nowhere to go, while others, fortunately, successfully escape. Those who make it out are left traumatized and may still live in fear. Recognizing the signs and symptoms of domestic violence will help you to identify potential warning signs and take the necessary steps to report suspected cases of domestic violence. There are a number of preventive measures that can be employed, and there are many resources available to get these individuals the help they so desperately need.

## **Recruiting Excellent Employees**

1 HOUR

A company is only as good as the people it employs, and the quality of your employees has a direct reflection of the public perception of your company. Finding excellent employees requires additional effort and the use of the skills we discuss over the next hour. This course covers common formal recruiting practices, factors that lead to recruiting excellence, and creative recruiting methods and sources.

## **Sexual Harassment Awareness AB 1825**

2 HOURS

Sexual harassment in the workplace can happen to anyone, male or female, regardless of sexual orientation. While sexual harassment may have been overlooked, ignored, or excused in the past, that is no longer the case. A majority, if not all companies, have a zero-tolerance policy when it comes to sexual harassment. Recognizing what sexual harassment is, both the subtle cues as well as overt advances will help you to identify potential warning signs and take the necessary steps to report sexual harassment. There are a number of preventive measures that can be employed as well as recommendations of what to do if you or one of your employees have been or are the victim of sexual harassment.

### **Sexual Harassment for Managers**

2 HOURS

Sexual harassment in the workplace can happen to anyone, male or female, regardless of sexual orientation. Organizations have a responsibility to protect all employees against this type of harassment. Recognizing what sexual harassment is a leader, both the subtle cues as well as the overt advances, will help you to identify potential warning signs and take the necessary steps to prevent sexual harassment. There are a number of preventive measures that can be employed as well as recommendations of what to do if you or one of your employees have been or are the victim of sexual harassment.

### **Sexual Harassment in the Workplace**

1 HOUR

Sexual harassment in the workplace can happen to anyone, male or female, regardless of sexual orientation. While sexual harassment may have been overlooked, ignored, or excused in the past, that is no longer the case. In fact, sexual harassment is on everyones mind these days. A majority, if not all companies, have a zero-tolerance policy when it comes to sexual harassment. Improper behavior in the workplace may have significant consequences both for yourself and your employer. If you are a victim of sexual harassment, this may create a hostile work environment which takes a toll on your career, your personal life, and your health. Recognizing what sexual harassment is, both the subtle cues as well as the overt advances, will help you to identify potential warning signs and take the necessary steps to report sexual harassment. There are a number of preventive measures that can be employed as well as recommendations of what to do if you have been or are the victim of sexual harassment.

### **The LGBTQ Community**

1 HOUR

The lesbian, gay, bisexual, transgender, and questioning (LGBTQ) community is a diverse group of individuals who deserve to be treated with kindness, compassion, and respect. Understanding the terminology used in the LGBTQ community will reduce misunderstandings, confusion, and stereotypes while promoting knowledge and awareness for the officer. In this course, there are many effective policies and procedures to help connect with the LGBTQ community along with recommendations you can use immediately.

### **The Risks of Social Media in the Workplace**

1 HOUR

This one-hour course will cover using social media in the workplace. The learner will gain a better understanding of the potential risks of utilizing social media platforms.

### **Violence in the Workplace**

1 HOUR

This one-hour course focuses on the prevention and what to do in the event of workplace violence. Additionally, the Violence in the Workplace eLearning course serves as a helpful tool to identify potential warning signs.

## **Workplace Bullying**

1 HOUR

When we think of bullying, we tend to immediately associate it with the school yard, certainly not something we would face as an adult. Unfortunately, bullying in the workplace occurs more often than you think. In fact, there are various forms of bullying, from overt forms of bullying to those which are quite passive. Workplace bullying may have significant consequences for those involved, for yourself as an employee as well as your employer. A thorough understanding of workplace bullying will help promote awareness and ultimately prevention.

## **JUVENILE OFFENDERS**

- FULL-LENGTH COURSES

### **Cognitive Behavioral Training in Juvenile Corrections**

1 HOUR

Working with youth in a confinement setting is more than a career. It is a calling. One way to answer that call is the Cognitive Behavior Training for juvenile corrections. It is a therapeutic behavior management program that focuses on modifying behavior by changing the beliefs and thinking patterns of the confined youth while teaching discipline instead of punishment. The CBT behavior management program utilizes effective praise, a token economy, specific weekly goals, the immediacy of facility consequences and highly invested staff to facilitate programming that will help young people change.

### **Ethics in Juvenile Corrections**

1 HOUR

Working with youth in a confinement setting is more than a career. It is a calling, the key component of any facility is the staff. The execution of professionalism, ethics, and compassion play vital roles. This course will examine what ethics are, as well as the ethical challenges that staff face in an ever-changing corrections culture and standards of conduct for staff.

### **Juvenile Corrections**

1 HOUR

This one-hour course takes a look at the unique challenges that the juvenile justice system presents.

## **LEGAL ISSUES**

- FULL-LENGTH COURSES

### **Corrections Liability**

1 HOUR

This one-hour course provides Corrections Officers with the appropriate methods and regulatory practices to ensuring utmost jail liability.

### **Litigation Procedures**

1 HOUR

Law enforcement and corrections officers play important roles in the legal and judicial process. When laws have been broken, police are responsible for apprehending the alleged perpetrator, and corrections officers are responsible for securing them safely so that they can be tried for the crimes which they have allegedly committed. In this course, the learner will examine how his or her role as a law enforcement or corrections professional interacts within the context of the judicial process as a whole, as well as the guidelines to follow while testifying in court and finally how his or her appearance or demeanor in the courtroom could impact a jury.

## **Officer Liability**

2 HOURS

This two-hour course will educate you on the federal laws and Constitutional laws that help officers perform their duties in accordance to these laws.

## **PREA – Prison Rape Elimination Act**

1 HOUR

PREA applies to all correctional facilities, including prisons, jails, juvenile facilities, military and Indian country facilities, and Immigration and Customs Enforcement (ICE) facilities. This course is an overview that focuses on the importance of addressing sexual safety in Prisons; It explains how to prevent prison rapes and the Department of Justice National PREA Standards. It will also provide information on the risks of failing to comply with PREA Standards. Please note: If any part of the training conflicts with your agency policy, please follow your agency/facility policy.

## **Presenting Effective Testimony in a Courtroom**

1 HOUR

The crime report has been written. The District Attorney Office has pressed charges. Now it is time to complete the final and critical step, testify in court. This course covers the basic strategies an officer can deploy to improve their performance in the courtroom.

## **State and Federal Law Update 3184**

4 HOURS

This material is a general summary of selected court cases and changes to Texas criminal law as wrought by the 84th session of the Texas Legislature.

## **State and Federal Law Update 3185**

3 HOURS

This course will provide updates on multiple bills passed by the 85th Legislature that has an impact on Texas Law Enforcement. This course includes administrative changes, changes in existing statutes, and new laws. This course applies to all Law Enforcement Officers, Law Enforcement Administrators, and Policymakers. This course includes video testimonials courtesy of the Killeen Police Department which will help clarify the complex changes in the law.

## **Understanding Inmates' Rights - Legal Trends**

1 HOUR

As a corrections officer, it is important to understand that the inmates in your custody have constitutional rights. It makes no difference what they are charged with or what is in their criminal history. The subject of inmate rights has evolved for more than 50 years. Correctional personnel do not have to be lawyers, but they must understand inmates' rights and liability. This course will provide a basic, but working knowledge examination of inmates' constitutional rights and trends in courts' decisions that affect those rights.

- SINGLE VIDEO COURSES

Liability Issues in Use of Force  
Privacy Protocols for Officers and the Internet  
The Importance of Policies and Procedures

## **MENTAL HEALTH FOR INMATES**

- FULL-LENGTH COURSES

### **Mental Health in Jails**

1 HOUR

This 1-hour course will teach Corrections Officers how to recognize symptoms to provide a safer environment, as well as apply appropriate measures in managing inmates with mental illness.

### **Suicide Prevention in Jails**

1 HOUR

In this one-hour course, Corrections Officers will be introduced to the prevalence, prevention, and aftereffects of suicide in jails.

### **Understanding and Responding to Excited Delirium Calls**

1 HOUR

Whether the mental upset is the result of a chemical intake, emotional despair, mental illness, or cognitive challenges, excited delirium calls often place officers at continuous risk by the unknown that each of these categories presents. Knowing how to deal with a volatile situation, such as excited delirium, reduces the risk associated with the incident for the officer as well as for the subject. With the overarching mission statement of to protect and serve; we must continue to find tactically correct methods for dealing with observed irrational behavior.

## **PROBATION AND PAROLE**

### **Introduction to Probation**

1 HOUR

As a Correctional Officer, you are part of the Criminal Justice system, which is made up of three parts: Law Enforcement, Courts, and Corrections. This course will explore the history and current applications of Probation and how they affect your job as well as the criminal justice system. We will walk through evidence-based practices, their benefits, and why they are imperative for everyday use by the probation officer

### **Jail Release Procedures**

1 HOUR

This one-hour course will provide the Corrections Officer with applicable knowledge on releasing inmates from facilities properly.

# SECURITY THREAT GROUPS FOR CORRECTIONS

- FULL-LENGTH COURSES

## Juvenile Justice

1 HOUR

This course addresses four primary problem areas in which law enforcement plays a critical leading role: juvenile gun violence; the combination of youth, guns, and drugs; the link between drugs and delinquency; youth gangs.

- TRAINING BLOCK COURSES

## Gangs

From identifying tattoos and graffiti to recognizing indicators of violent crime, officers must be aware of the gang dynamics operating in their community. This section illustrates how gangs cross all social and economic barriers, offers tips for corroborating evidence, and more.

### Gangs 1

1 HOUR

Videos in this course include:

Becoming a Gang Expert  
Gang Combat Dynamics  
Gang Cop Probable Cause  
Gangs in the Military  
Gangs in your Community  
Gangs: Officer Survival  
Motorcycle Gangs

### Gangs 2

1 HOUR

Videos in this course include:

East Coast Crips  
Evolution of Criminal Activity in Gangs  
Females in Gangs  
Gang Intelligence in Central America  
Gangs Lessons  
History of Mexican Gangs  
White Gangs

### Gangs 3

1 HOUR

Videos in this course include:

- Interviewing Gang Members Upon Intake into Prison
- Community Based Information Systems
- Conducting Gang Interviews
- Difference Between Street and Prison Gangs
- Influence of Prison Gangs on the Streets
- Juvenile Gang Prevention & Intervention
- Officer Safety During Gang Contacts
- Officer Safety with MS13 Gangs

- SINGLE VIDEO COURSES

Becoming a Gang Expert  
Community Based Information Systems  
Conducting Gang Interviews  
Difference between street and prison Gangs  
East Coast Crips  
Evolution of Criminal Activity in Gangs  
Females in Gangs  
Gang Combat Dynamics  
Gang Cop Probable Cause  
Gang Intelligence in Central America  
Gangs in the Military  
Gangs in your Community  
Gangs Lessons  
Gangs: Officer Survival  
History of Mexican Gangs  
Influence of Prison Gangs on the Streets  
Interviewing Gang Members Upon Intake into Prison  
Juvenile Gang Prevention & Intervention  
Motorcycle Gangs  
Officer Safety During Gang Contacts  
Officer Safety with MS13 Gangs  
White Gangs

## **SUPERVISING INMATES**

- FULL-LENGTH COURSES

### **Booking and Admissions**

1 HOUR

This one-hour course provides Corrections Officers with the proper knowledge to efficiently handle the booking and admission of inmates.

### **Classification of Inmates**

1 HOUR

In this one-hour course, the learner will review classification of inmates, including the purpose, types, and risks that arise.

### **Inmate Correspondence**

1 HOUR

This one-hour course focuses on monitoring correspondence within a corrections facility. Corrections Officers should take this aspect of security just as seriously as any other.

### **Inmate Employment**

1 HOUR

In this one-hour course, Corrections Officers will gain deeper insight of inmate employment programs, and their legal implications.

## **Managing Employee Records in Correctional Facilities**

1 HOUR

This one-hour course will provide you with the instructions to make sure all employee information is kept safe and confidential.

## **Managing Special Inmate Populations**

1 HOUR

This is a course about special inmate populations &ndash; the inmates that are not in the "mainstream" inmate general population. Correctional officers are a type of specialist - they handle inmates with unique problems. Some inmates require more attention than others, and knowledge of these inmates is power. By properly handling them, you and your agency decrease the chances of being found liable in a lawsuit. This course gives you the tools that you need to safely supervise several special types of inmates. Correctional facilities are grappling with issues concerning inmates who are mentally ill, suicidal, are LGTBI, or are housed in isolation. Issues that are often the result of these populations include increased risk of suicide, assault of other inmates or staff, and harmful effects of isolation.

## **Supervising Inmates**

1 HOUR

Supervising inmates can be a very rewarding experience if you work hard to sharpen your skills. Chances are very good that if you apply the skills you will learned in this course, you will find yourself to be a much more efficient and effective supervisor. Moreover, you may find that by improving your supervisory skills you can earn greater respect from peers, supervisors, and a majority of the inmates at your facility.

## **Supervision of Inmates in Dining Areas**

1 HOUR

While most of the world has fond memories of dining en masse in schools for lunch, a time shared with friends in a comfortable setting, the opposite is true for dining in correctional facilities. This brief window of time presents one of the highest risks for assaults and riots as well as other disturbances that make eating much less than enjoyable. This one hour course provides will address the dangers that can be expected and provides the learner with suggestions to limit these confrontations.

## **Value of Inmate Programs**

1 HOUR

This course will be a clear discussion of the need for programs in our correctional facilities. Corrections have been portrayed as a discipline where offenders are locked up and strictly controlled. But the truth is that most inmates will be released back into our community at some point. Corrections mean many different things such as incapacitation and control. But corrections also means reintegration and rehabilitation. While the offender is incarcerated, corrections staff have an opportunity to help him or her change their behavior. But the inmate has to want to change. Due to a lifestyle spanning many years of negative behavior, some inmates find it difficult to seek help. Another aspect of inmate programs that will be discussed is the benefits to correctional personnel. Inmate programs can have a positive effect on the institutional climate.

- [SINGLE VIDEO COURSES](#)

Searching a Suspect

Social Contracts

Using Technology to Your Advantage

## **TACTICAL EMERGENCY MEDICAL SUPPORT (TEMS)**

- SINGLE VIDEO COURSES

Downrange EMS – Critical Care When the Scene Isn't Safe

## **TACTICAL RESPONSE**

- FULL-LENGTH COURSES

### **CIT for Correctional Facilities**

1 HOUR

Corrections Officers are confronted daily with incarcerated individuals that suffer from mental illness. Handling incidents that involve those that are diagnosed with mental illness demand an urgency of response, services, and care. This one hour course is designed to increase correctional officers' ability to recognize and respond to a mental health crisis in jail, prison, or another correctional facility.

### **Patrol Procedures in Correctional Facilities**

1 HOUR

As a corrections officer you will spend a great deal of time within or around the facility. You should know your facility as well as you know your own home, and sometimes, even better. A dark corner at home may not contain danger that may lurk in your facility. This course will give you the material to help recognize what your responsibilities are for a safe and secure environment. You will learn what to look for and/or where you can gain information that is important to the safety and security of the facility. Last, you will be given the tools to help you deal with many of the situations that you may come across while making the rounds in your facility.

### **Riot Response for Corrections**

1 HOUR

It is a dreadful thought your facility has lost control over the inmates and they are now in a position of power and manipulation. While no one wants to find themselves in this situation, your best chances for survival are to be prepared in the event it does happen. This course will look at some common causes of these disturbances, how to prevent them, and how to deal with them if they do arise.