

<b>ISSUING AUTHORITY:</b> Indiana Department of Correction: Community Corrections Division	<b>REVIEW DATE:</b> 8/11/2016
<b>APPLICABLE TO:</b> Community Corrections Grant Act Programs	
<b>TITLE:</b> Procedural Bulletin #9	<b>SUBJECT:</b> Training
<b>TEXT:</b>  <b>PURPOSE:</b> To provide Community Corrections Programs with foundational training related to community supervision and evidence based practices.  <b>LEGAL REFERENCE:</b> IC 11-12-2-5 IC 11-12-2-2 IC 11-12-2-3 IC 11-12-2-3.5 IC 11-12-2-4 HEA 1006  <b>RELATED BULLETINS:</b> N/A	

Procedural Bulletin #9

# Training

Revised 08/11/2016

As per IC 11-12-2-5, the Indiana Department of Correction, Community Corrections Division is obligated to provide training to grant recipients and advisory board members to the extent funds are available.

## **Community Supervision Academy**

The Indiana Department of Correction, Community Corrections Division will provide, at minimum, four opportunities for staff to attend the Community Supervision Academy per fiscal year.

The two week and two day academy provides foundation training for newly hired staff to include all grant recipient county staff. It is open to all staff in need of the basics or as a refresher.

The Community Supervision Academy will include:

1. Program Overview
2. Criminal Justice System Overview
3. Civil & Criminal Liability
4. Ethics/Preventing Sexual Harassment
5. Criminal Manipulation
6. Motivational Interviewing
7. Trauma Informed Care
8. Working with Special Populations
9. Report Writing
10. Security Threat Groups
11. Child Abuse & Neglect Reporting
12. Diversity in Corrections
13. Workplace Violence and Stress
14. Religious Practices of Offenders
15. Radio Etiquette
16. Personal Accountability
17. Substance Abuse
18. Case Management Overview
19. How to Read an IRAS
20. Calming the Storm
21. Reinforcing Positive Behavior
22. ICOTS
23. Implementing Evidence-Based Practices in Community Supervision
24. De-Escalation Scenarios
25. Case Management

26. Field Safety
27. Home Visits, Searches and Seizures
28. Constitutional Rights of Offenders
29. Legal Authority of Searches
30. Offender Accountability
31. Basic Security Principles
32. Prison Rape Elimination Act
33. Inside Security Threat Groups
34. Suicide Prevention & Intervention
35. Hostage Survival
36. Working with Special Needs Offenders

\*These courses are subject to change

\*An agency may also request each of these courses to be provided as a single course for their agency

### **Notification of Upcoming Community Supervision Academy**

At minimum, notification, training calendar, and registration information of upcoming Community Supervision Training Academy will be sent via email to all community corrections agency directors 60 days prior to the start of the first class.

### **Registering for the Community Supervision Academy**

To register for any of the training opportunities provided by IDOC, please contact the Training Director. Please use the following format for the registration process:

1. Send an e-mail with the words “**Community Supervision Academy Registration Request**” indicated in the “subject” box.
2. In the body of the e-mail please indicate
  - a) Your name (or names of individuals being registered), Title, County, Agency, and the email address of staff attending.
  - b) Your contact information or agency representative in case of training modification, postponement or cancellation.
  - c) The name of the person authorizing the training (if other than you).

Registration for classes will close two (3) weeks prior to the start of the first class and a reminder of the deadline date will be sent to all community corrections directors.

### **Registration Fees**

All IDOC sponsored trainings are free to attendees. Any travel expenses, i.e. food, lodging, and vehicle use are the responsibility of the attendees’ agency.

### **Locations**

1. Correctional Training Institute at New Castle Correctional Facility  
Lodging requests may be made by completing the Lodging Request Form and sending it to [sdeoreservation@idoc.in.gov](mailto:sdeoreservation@idoc.in.gov).
2. Designated host sites throughout the State of Indiana

### **Class Size:**

There is a minimum of fifteen (15) participants per class **REQUIRED** for the class to occur. If the minimum number of participants have not registered by the end of the business day Friday, two weeks **prior** to the training, an e-mail will be sent out postponing the training until such time that the minimum class size can be obtained. All training slots will be filled on a **first come first serve basis**.

**All class sizes are a minimum of fifteen (15) participants. The maximum number will be determined according to the training site utilized.**

### **Cancellation, Transfer, and Waitlist Policy**

Cancellations may be made up to one (1) week prior to the start of the first class. Please contact the Training Director to cancel a registration.

If a cancellation for an individual is needed due to extenuating circumstances, a director may fill the vacated spot with another attendee from the same agency.

A waitlist will be maintained and individuals on the waitlist will be registered in the open classes based on vacancies. Notification will be sent to the director a minimum of one (1) week prior to the start of the first class, for the waitlisted individual's, enrollment if space becomes available.

## **Regional Trainings**

Regional trainings will be provided throughout the fiscal year with the primary courses being:

1. Effective Communication and Motivation Strategies (ECMS)
2. Carey Group's Guides and BITS
3. Carey Group's EBP BriefCASE
4. Carey Groups CQI Training and Action Planning
5. Presentation Skills
6. Personal Protection
7. Security Skills
8. CPR
9. Order in the Court
10. Community Transition Program.

The trainings offered during the Community Supervision Academy will be provided as requested by the agency directors and as time allows.

Regional trainings will be hosted by the local community corrections agency on a volunteer basis and trainings may be held onsite or off site.

### **Notification of Upcoming Regional Trainings**

At minimum, notification and registration information for an upcoming regional training will be sent via email to all community corrections agency directors, at minimum, 30 days prior to the training.

## **Registering for the Regional Trainings**

To register for a regional training, contact the designated community corrections training staff member. Please use the following format for the registration process:

1. Send an e-mail with the words “**Training Registration Request**” indicated in the “subject” box.
2. In the body of the e-mail please indicate the following:
  - a) Name of training you are requesting to attend
  - b) Training Site and Training Dates
  - c) Your name (or names of individuals being registered), Title, County, and Agency
  - d) Your contact information or agency representative in case of training modification, postponement, or cancellation.
3. The name of the person authorizing the training (if other than you).

Registration for classes will close three (3) weeks prior to the start of the first class and a reminder of the deadline date will be sent to all community corrections directors.

## **Registration Fees**

All IDOC sponsored trainings are free to attendees. Any travel expenses, i.e. food, lodging, and vehicle use are the responsibility of the attendees’ agency.

## **Location**

Trainings will be conducted throughout four different regions divided up between the four program directors (northwest, northeast, southwest, southeast) throughout the state and will be hosted by the local agencies on a volunteer basis. Trainings may be held onsite or offsite. Every effort will be made to provide at least one training in each of the four different regions per fiscal year.

## **Class Size:**

There is a minimum of fifteen (15) participants per class, six (6) for skills-based trainings) **REQUIRED** for the class to occur. If the minimum number of participants have not registered by the end of the business day Friday, one (3) weeks **prior** to the training, an e-mail will be sent out postponing the training until such time that the minimum class size can be obtained. Training hosts will receive the opportunity to enroll their staff first and the remaining slots will be filled on a **first come first serve basis**. Maximum class size for ECMS is 20. Skills-based courses have a maximum of fifteen (15). All other course maximums will be determined on a case-by-case basis.

## **Cancellation, Transfer, and Waitlist Policy**

Cancellations may be made up to one (1) week prior to the start of the first class. To cancel a registration, email the designated community corrections staff member.

If a cancellation for an individual is needed due to extenuating circumstances, a director may fill the vacated spot with another attendee from the same agency.

A waitlist will be maintained and individuals on the waitlist will be registered in the open classes based on vacancies. Notification will be sent to the director a minimum of one (1) week prior to the start of the first class, for the waitlisted individual's enrollment, if space becomes available.

## **Specialty Trainings**

Specialty trainings will, also, be offered throughout the year. Those trainings include:

1. The Leadership Academy—(requires application process)
2. Coaching and Staff Development through Motivational Interviewing
3. Motivational Interviewing
4. Implementing Evidence-Based Practices in Community Supervision
5. Thinking for a Change Facilitator Training

\*These courses are subject to change

\*Coaching and Staff Development through Motivational Interviewing, Motivational Interviewing, Implementing Evidence-Based Practices in Community Supervision and Thinking for a Change Facilitator Training may be requested by an agency for presentation at a determined location

### **Notification of Upcoming Specialty Trainings**

At minimum, notification and registration information for upcoming specialty training will be sent via email to all community corrections agency directors, at minimum, 30 days prior to the training.

### **Registering for the Specialty Trainings**

To register for specialty training, contact the designated community corrections training staff member. Please use the following format for the registration process:

1. Send an e-mail with the words “**Training Registration Request**” indicated in the “subject” box.
2. In the body of the e-mail please indicate the following:
  - a) Name of training you are requesting to attend
  - b) Training Site and Training Dates
  - c) Your name (or names of individuals being registered), Title, County, and Agency
  - d) Your contact information or agency representative in case of training modification, postponement, or cancellation.
3. The name of the person authorizing the training (if other than you).

Registration for classes will close three (3) weeks prior to the start of the first class and a reminder of the deadline date will be sent to all community corrections directors.

### **Registration Fees**

All IDOC sponsored trainings are free to attendees. Any travel expenses, i.e. food, lodging, and vehicle use are the responsibility of the attendees' agency.

### **Location**

1. Correctional Training Institute at New Castle Correctional Facility  
Lodging requests may be made by completing the Lodging Request Form and sending it to [sdeoreservation@idoc.in.gov](mailto:sdeoreservation@idoc.in.gov).
2. Designated host sites throughout the State of Indiana

### **Class Size:**

There is a minimum of fifteen (15) participants per class, six (6) for skills-based trainings) **REQUIRED** for the class to occur. If the minimum number of participants have not registered by the end of the business day Friday, one (3) weeks **prior** to the training, an e-mail will be sent out postponing the training until such time that the minimum class size can be obtained. Training hosts will receive the opportunity to enroll their staff first and the remaining slots will be filled on a **first come first serve basis**. All other course maximums will be determined on a case-by-case basis.

### **Cancellation, Transfer, and Waitlist Policy**

Cancellations may be made up to one (1) week prior to the start of the first class. To cancel a registration, email the designated community corrections staff member.

If a cancellation for an individual is needed due to extenuating circumstances, a director may fill the vacated spot with another attendee from the same agency.

A waitlist will be maintained and individuals on the waitlist will be registered in the open classes based on vacancies. Notification will be sent to the director a minimum of one (1) week prior to the start of the first class, for the waitlisted individual's enrollment, if space becomes available.

## **Advisory Board Trainings**

Advisory Board training will be available on the IDOC website, or upon request for classroom presentation, for all newly formed advisory boards and refreshers will be provided to existing advisory boards as requested during the fiscal year.

Training will cover the laws governing community corrections and the duties of the advisory board.

### **Registering for an Advisory Board Training**

To schedule classroom presentation advisory board training, contact the designated community corrections staff member.

### **Registration Fees**

All IDOC sponsored trainings are free to attendees. Any food and/or vehicle use are the responsibility of the attendees' agency.

### **Location**

Advisory Board trainings will be conducted at the location indicated by the county's advisory board.

**Training Size:**

Training is open to all members of the county's community corrections advisory board and is highly recommended for all members to attend.

**Cancellation**

As a courtesy, a one week cancellation notice prior to the start of training is requested. To cancel a registration, email the designated community corrections staff member.

If a cancellation for an individual is needed due to extenuating circumstances, a director may fill the vacated spot with another attendee from the same agency.

A waitlist will be maintained and individuals on the waitlist will be registered in the open classes based on vacancies. Notification will be sent to the director a minimum of one (1) week prior to the start of the first class, for the waitlisted individual's enrollment, if space becomes available.