LET THE AMERICAN CORRECTIONAL ASSOCIATION BE YOUR CORRECTIONAL TRAINING PARTNER
Training Catalog

Foreword

Through the American Correctional Association’s (ACA) nearly 150-year history, training has been a cornerstone of our mission and goals. ACA’s training includes security issues, treatment, tactical techniques, standards, female offenders and much more. Paramount to our training is ACA’s strong support for the respect of human rights. ACA’s founding was based upon the foundation of support of human rights and respect of all human dignity. Our training incorporates these principals throughout.

Training of corrections professionals is an ongoing commitment. With new technologies, arising issues, updated policies and practices, and the need for constant reinforcement, training is one area where all correctional institutions require a constant and consistent commitment to professionalism. The American Correctional Association addresses these training challenges through our years of experience, knowledgeable trainers, and network of corrections professionals.

It is the dedicated, professional corrections employees who make our institutions the safe work environment and proficient operation that we all strive for. By ensuring that you have staff who have the training to effectively manage your inmate population means that you have made the commitment to excellence in your institution.

I thank all of our international colleagues who have placed such a high value on training of their staff and program needs of prisoners. We commend you for the dedication you have to the field of corrections. The American Correctional Association looks forward to partnering with you.

James A. Gondles Jr., CAE
Executive Director
American Correctional Association
Introduction

The American Correctional Association has developed this catalog to assist agencies and institutions with identifying and meeting their training needs. Since 1870, the American Correctional Association has been assisting corrections professionals with their education and training requirements. The American Correctional Association works to shape the future of corrections through strong, progressive leadership that brings together various voices and forges coalitions and partnerships. Our founding principals in 1870 incorporate strong support for human rights. ACA has always supported humane treatment of offenders. Our training includes the importance of human respect, rights, and human dignity.

You will discover the wide range of training options you have with the American Correctional Association. If there is something specific you are looking for that isn’t included in this catalog, contact the American Correctional Association. We can customize courses and programs to fit any need you may have. No matter what your training goals and aims may be the American Correctional Association is ready to partner with you and help you to train your corrections professionals. The American Correctional Association is committed to continuing to meet your needs and provide the very best corrections education for your staff.
THE AMERICAN CORRECTIONAL ASSOCIATION WANTS TO BE YOUR CORRECTIONAL TRAINING PARTNER...

10 Reasons why you can count on the American Correctional Association for your correctional training needs:

• Trust
• 144-Year History
• Delivery/Satisfaction
• Leadership
• Loyalty
• Expertise
• Cost-Efficiency
• Dedication
• High-Performance Standards
• Professionalism

IT MAKES SENSE TO PARTNER WITH THE AMERICAN CORRECTIONAL ASSOCIATION.

ACA’s Professional Development Department offers a full range of education and training opportunities for adult correctional and juvenile justice staff.

Whether you are just beginning your career, or are working toward a position at the management or executive level, there are courses available to fit your needs. ACA can assist with agency training including training academies.

ACA has trained thousands of corrections professionals — nationally and internationally. Our training programs foster both personal and professional growth. Through interactive learning and hands-on real world exercises, participants become actively involved in the training process and leave the courses with knowledge, an action plan, ready to apply their new skills on the job.
Our comprehensive training options include:

- **Pre-service Training:** New employees are required to participate in this type of training sessions. Some examples include inmate transport, prisoner escape, key control, suicide prevention, self-defense, standard precautions, and crisis negotiations.

- **In-Service Training:** Most Employees are required to participate in annual in-services training. Courses may include security threat groups, incident management systems and communicable diseases.

- **Specialized Training:** Selected employees may participate in specialized training sessions. Some courses may include leadership development, training for health services personnel, food service personnel, and training for accreditation managers.

- **Emerging Issues Training:** Employees may participate in training sessions on emerging issues. Courses may include mental health, emergency preparedness and response.

**Customized Training:**

ACA can customize your correctional training to meet your agency needs. Our training classes are convenient — enjoy flexibility, choose to have training on-site in your country, on-site at another location in the United States, at the ACA Headquarters or online.

ACA offers a two year training program entitled: “English as a Second Language and Correctional Internship”, available in the United States.

**WE ARE HERE TO SERVE YOU!**

Receive professional instruction from experience correctional practitioners. Learn from the world’s best.

Let ACA assist you in your agency/staff development with our valuable training programs.
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Training Courses:

International Core Standards

Course: Developing Correctional Policies, Based on International Core Standards
Length: 3 Weeks
Class Limit: 30
Overview: This three-week course is designed to cover the correctional agency’s policies based on international core standards. This course will cover, but is not limited to: verbal de-escalation/communication, professional and ethical behavior, intake screening and assessment, classification, safety and security operations, perimeter security, entrance/exit security, supervising inmates, staff and inmate relations, standard precautions/infection control training, sanitation of institution, physical plant/maintenance of institution, inmate hygiene, biohazards spills/cleanup and food safety. Policies will be reviewed and discussed during training. This course will prepare participants in the subject areas of the international core standards. These subject areas are: safety, security, order, care, program and activity, justice and administration.

Course: Preparing for ACA Accreditation
Length: 1 Week
Class Limit: 30
Overview: The objective of this course is to provide intensive training on how to prepare for the ACA accreditation process. This will include collecting documentation, building files, and preparing the facility and staff for the audit. Documentation collected for accreditation will show the facility’s level of compliance with each of the ACA international core standards and assist in determining where facility operations can be strengthened or revised.

Course: International Core Standards Auditor Training
Length: 1 Week
Class Limit: 25
Overview: Based on the international core standards this training covers basic requirement implementation of the standards, and documentation of compliance. Training focuses on an in-depth explanation of the standards, their intent, requirements and intricacies, and important indicators to look for when auditing. Attention to technical terminology contained in the standards and how to interpret this terminology is intensive throughout the course. Trainers concentrate on auditing skills such as interpersonal communication, interpreting documentation, and techniques for touring and analyzing facility operations to make the accreditation process a success. The goal of this training is to use resources and relationships to enhance the accreditation process and further improve facility operations.

1 January 2015
Course: Professional Operations for Security Treatment Based Upon the International Core Standards
Length: 3–6 Weeks (depending on the size of the institution)
Class Limit: 26
Overview: This course utilizes ACA’s international core standards to evaluate and improve security and treatment operations within an agency or institution. It includes a thorough evaluation of current policy, procedure, and practice and seeks to implement improvements where needed to enhance the safety and security of both staff and inmates. The course emphasizes the need to adhere to the basic principles of the international core standards to maintain professional operations at the facility level.

Security

Course: Guidelines for the Development of a Security Program
Length: 1 Week
Class Limit: 25
Overview: This course presents ideas and concepts for designing and updating a comprehensive security program. It contains information on the essential elements for a sound program. It includes discussions of security basics, specific duties and responsibilities, and emergency preparedness.

Course: Negotiating Correctional Incidents
Length: 1 Week
Class Limit: 25
Overview: A correctional incident can be anything from a disagreement between two inmates to a riot at a facility. Your ability to manage these situations effectively can be the difference between life and death. Negotiating Correctional Incidents provides answers through easy-to-understand examples and direction. Chapters include: Understanding the Incident, Managing the Incident, The Negotiation Team, Understanding the Negotiation Process, Understanding Perpetrators, Assessing Suicide/Violence Potential, and Being Proactive as a Negotiation Team.

Course: Incident Management
Length: 1 Week
Class Limit: 25
Overview: The United States federal government follows a standardized approach to incident management called the National Incident Management System (NIMS). This approach identifies concepts and principles that answer how to manage emergencies from preparedness to recovery regardless of their cause, size, location or complexity. This training will go over the NIMS approach and ways to implement it in your facility. In following this system you will find that you have a solid plan across the entire agency and throughout multiple facilities.
Course: Strategic Planning for Correctional Emergencies
Length: 1 Week
Class Limit: 25
Overview: This comprehensive reference and planning guide, written by a former prison administrator, is a must for all corrections practitioners. From assessing a facility’s vulnerability to activating an emergency plan, this is an A-to-Z reference that covers even the smallest of details that should be considered when planning for emergencies. Topics addressed include early warning signs, media and public relations, inmate violence, suicides, gang- and nongang-related disturbances, natural disasters, urban unrest, hostage situations, evacuation, physical and psychological recovery, testing the plan, plus much more.

Course: Managing Correctional Crises
Length: 1 Week
Class Limit: 25
Overview: Effective management is essential to the stability and safety of correctional facilities, especially during crisis situations. Managing Correctional Crises explains how to handle prison and jail crises, such as violence, hunger strikes, suicides, hostage situations, and riots. It provides valuable information on the various stages of crises. By using real examples and scenarios, this essential training provides valuable information on what fuels disturbances, how to spot an impending crisis, general guidelines for managing a crisis, and how to handle specific types of crises.

Course: Causes, Preventive Measures, and Methods of Controlling Riots and Disturbances in Correctional Institutions
Length: 1 Week
Class Limit: 25
Overview: This training covers three key aspects of riots and disturbances: causes, prevention, and control. It explores security issues, such as key control, body and area searches, and tool and contraband control, as well as discusses how to recognize the signs of tension, handle inmate complaints and collect intelligence data. Additional coverage is given to groups needing special attention, including gangs, minorities, and inmates with mental health problems. Training includes guidelines for hostages, a sample riot response plan, response team qualifications, and applicable ACA standards.

Course: The Art of Con: Avoiding Offender Manipulation
Length: 1 Week
Class Limit: 25
Overview: Many officers believe they are too smart to be tricked by an offender. Realizing this possibility exists is the first step in avoiding manipulation. This training provides the corrections professional with a better understanding of offenders and their characteristics, behavior and culture. It shows how staff and volunteers can maintain authority and control by resisting manipulation. The concepts in this training apply to anyone in the field, and show how manipulation can occur in prisons, jails or community supervision.

1 January 2015
Course: **Wake Up and Smell the Contraband: Improving Prison Safety**
Length: 1 Week
Class Limit: 25
Overview: Discover how simple it can be to control the flow of contraband in your facility — without busting your budget or piling more responsibility on your already overburdened employees. Wake Up and Smell the Contraband shows you what you need to know about the illicit trade problems inherent to all corrections facilities. You gain an understanding of contraband and what drives inmate so you can anticipate trade patterns and proactively prevent them. Plus, you will learn the multistep process of how to control contraband and get innovative solutions to integrate contraband control into daily routines so your employees can focus on other security problems. You will learn to eliminate illicit trade in the prison hotspot, the library, and enhance communication among staff, shifts and facilities to derail illicit commerce and improve safety.

Course: **Sexual Assault in Prison**
Length: 1 Week
Class Limit: 25
Overview: This training will cover the topic of sexual assault including inmate on inmate and staff on inmate. Sexual assault is a complicated issue in prisons. This training will give you tools to combat the problem and keep staff and inmates safe.

Course: **Prisoner Discharge Planning**
Length: 1 Week
Class Limit: 25
Overview: This training will focus on creating a discharge plan for inmates. A proper discharge plan will ensure that inmates have access to the services they need to make their reentry into society successful. Services may include health care, shelter and employment opportunities.

Course: **Supervising Offenders**
Length: 1 Week
Class Limit: 25
Overview: Correctional officers are considered the backbone of a correctional facility. How they carry out their duties significantly influences the behavior of offenders on a daily basis and the safety and security of the facility. The goal of this course is to help correctional officers learn their basic roles as well as the necessary skills to supervise offenders effectively. This course is equivalent to five hours of in-service training.
Course: Disciplining Offenders: Enforcing Rules and Regulations
Length: 1 Week
Class Limit: 25
Overview: Maintaining a safe, orderly correctional facility involves careful attention to the rules and regulations about how to manage offenders. In this course, you will learn specific techniques to enforce rules and regulations to effectively handle serious offender incidents. This training gives you key information regarding ways to use control in enforcing rules and regulations. You will also learn how to engage in tasks that correctional officers may need to know in order to complete an offender's disciplinary hearing. Armed with this information, you will be well-prepared to appropriately enforce rules and regulations to maintain control and order at your facility.

Course: Maintaining Security I
Length: 1 Week
Class Limit: 25
Overview: The primary role of correctional officers is to maintain the security of the facility and to ensure the safety of both staff and offenders. The goal of this course is to help correctional officers learn the three basic skills required to fulfill this role: conducting counts, controlling keys and tools, and controlling contraband.

Course: Maintaining Security II
Length: 1 Week
Class Limit: 25
Overview: Correctional officers are on the front line in managing offender behavior and, therefore, are responsible for preventing or stopping illegal behavior or activities from occurring. The goal of this course is to help correctional officers fulfill this responsibility by learning how to conduct effective patrols and proper searches.

Course: Disciplining Offenders Course
Length: 1 Week
Class Limit: 25
Overview: Correctional officers encourage offenders to follow facility rules and regulations to avoid negative consequences that can range from loss of privileges to segregation depending on the violation. However, some offenders will disobey rules and regulations. When such violations occur, correctional officers are responsible for taking appropriate action. The goal of this course is to help correctional officers learn about the disciplinary process as well as how to respond effectively to violations of facility rules and regulations.
Course: **Security and Offender Management Course**  
**Length:** 1 Week  
**Class Limit:** 25  
**Overview:** Maintaining the security and the orderly operation of the facility is the primary goals of correctional officers. The goal of this course is twofold. First, it helps correctional officers learn how to supervise offenders effectively while they are participating in programs and working on details as well as while they are being escorted within or outside the facility. Second, it helps correctional officers learn how to prevent escapes and prevent and respond to emergencies.

Course: **Navigating the Legal Issues of Supervision**  
**Length:** 1 Week  
**Class Limit:** 25  
**Overview:** Supervisors are responsible for helping to prevent lawsuits and the liability that may arise not only from their actions but also their staff’s actions. The goal of this course is to help correctional supervisors understand the legal issues involved in supervising staff.

Course: **Basic Concepts in Corrections**  
**Length:** 1 Week  
**Class Limit:** 25  
**Overview:** This course gives the new officer the essential fundamentals to perform the duties of the job. It examines the basic philosophies of corrections. The training is broken down into four sections, each focusing on a different aspect of the modern-day system. Topics include: history and philosophy, role of the correctional officer, the criminal justice system, and legal aspects of corrections.

Course: **Security Issues**  
**Length:** 1 Week  
**Class Limit:** 25  
**Overview:** A correctional officer must always be one step ahead of the offender to ensure the overall safety of the facility. Security Issues will assist with this goal. Topics include: principles of security, contraband identification and control, searches, counting procedures, key control, patrol and emergency procedures, and transporting inmates.

Course: **Supervising Substance Abuse Offenders**  
**Length:** 1 Week  
**Class Limit:** 25  
**Overview:** Supervising inmates with substance abuse problems is a complex process. This course examines the reasons offenders use drugs and the differing models of abuse. In addition the course will include addressing the medical and psychological effects of drug use.
Course: Managing Older Offenders
Length: 1 Week
Class Limit: 25
Overview: As the general population continues to age, so does the population in our nation’s facilities. This video package provides an overview of older offenders and examines why this population group continues to grow. Managing Older Offenders analyzes how this population group affects facility operation, with special attention given to intake, assessment and classification, housing, medical care, mental health services, programs, staff training, and reintegration of the offender into society.

Course: Risk Reduction: Interventions for Special Needs Offenders
Length: 1 Week
Class Limit: 25
Overview: This course examines programs that can lower recidivism and better prepare special needs offenders for everyday life.

Course: Working With Manipulative Inmates
Length: 1 Week
Class Limit: 25
Overview: Inmates will attempt to manipulate you, and to gain control over you and other inmates. This course helps you to identify game-playing tactics and your own vulnerability to manipulation. You’ll learn how to recognize the signs of inmate manipulation and, most important, how to avoid being “reeled in.”

Course: Working With Special Needs Offenders
Length: 1 Week
Class Limit: 25
Overview: This course offers guidance for supervising mentally disabled, psychologically impaired, and older offenders, as well as those with infectious diseases. Reviews legal rights, laws for the disabled, and the risks and rewards involved in working with special needs offenders. Special needs offenders can make additional demands on correctional staff. This course provides you with the knowledge to understand and manage these individuals. This course focuses on various topics, including mental illness, medical problems, contagious diseases, addiction, and homosexuality.

Course: Preventing and Managing Riots and Disturbances
Length: 1 Week
Class Limit: 25
Overview: A riot or disturbance is one of the most devastating events that can occur in a correctional facility. It can result in property damage and injuries to inmates and staff — even death. This course educates you about your role in preventing and managing these crises. Preventing and Managing Riots and Disturbances will help you and your staff to identify the causes of riots, show how to prevent them, and illustrate what to do if they should occur.

1 January 2015
Course: Preventing Prisoner Escapes
Length: 1 Week
Class Limit: 25
Overview: One of the biggest threats to prison security is escape. Correctional agencies and the general public have a zero tolerance for inmates escaping from confinement. This class will review escape vulnerability, intervention methods, and a plan of action for apprehension. Discussion will identify methods to reduce the potential of escape, identify key elements to develop an escape action plan, and assess current prison procedures with activities to demonstrate the importance of security practices. The class will conduct table-top exercises and scenarios on-site in the prisons. Unfortunately, no correctional facility is escape-proof. Nothing brings an institution to its knees faster than when the escape alarm is sounded, the count does not clear, and an offender is discovered missing. Imagine what you might do if one the following were to happen in your facility:
- You are assigned to supervise a work crew, but cannot account for one of the offenders.
- An offender in an officer’s uniform overtakes an officer and rushes out the front gate.
- An officer discovers a breach in the perimeter fence, and an offender is missing.

Escapes can occur not only from inside the facility, but outside the facility as well. For example:
- An offender might escape by assaulting a transportation officer during a hospital visit.
- An offender on an outside work crew manages to slip away.

This course gives you the information you need to identify the offenders who are most prone to escape, along with in-depth details about how to deploy the equipment you need to prevent escapes. You will also learn concrete best practices regarding how to communicate with staff about a potential escape plan. By doing the interactive exercises, thinking through the vignettes, and completing the post-test questions for this course, you will be armed with the tools you need to keep yourself and your offenders

Course: Prisoner Transport
Length: 1 Week
Class Limit: 25
Overview: The course is designed for officers who transport prisoners in custody or newly arrested inmates. Officers will be provided with information concerning all aspects of transportation from restraints to legal issues. It will offer an extensive overview related to transporting prisoners while understanding the importance of planning, preparation and implementation when managing low- and high-risk prisoners (male and female), high-profile prisoners, and single or mass prisoner transports. Transporting prisoners is considered the most dangerous task an officer does and often it is done with minimal resources. The danger to officers, civilians and the offenders themselves is great. This class will offer solutions to the most hazardous situations. We will conduct vehicle safety inspections, security checks and an exercise utilizing agencies current transport vehicles.
Course: **Inmate Grievance Process**

Length: 1 Week  
Class Limit: 25

**Overview:** This course will introduce participants to the principal concepts and components of an offender grievance system. It will inform participants about the reasons for and advantages of having an offender grievance system in place; showing how the grievance process promotes prison safety and helps to achieve correctional objectives. This course will identify the specific components of such a system, spending enough time on each component to allow mastery of the concept. This will be achieved by involving the participants in various exercises, work groups, interactive dialog, and a question-and-answer session during the lecture. They will be introduced to table-top scenarios, which will give a real-life, hands-on approach to learning.

Course: **Search and Contraband**

Length: 1 Week  
Class Limit: 25

**Overview:** Search and Contraband includes: entrance and exit procedures; inmate, visitor and staff searches; cell searches; vehicle, body, and physical plant searches. This course incorporates various methods of contraband interdiction with an emphasis on practical skills of prevention and discovery. A majority of the time of this course will be in scenario-based training utilizing demonstrations and interactive hands-on performance.

Course: **Incident Command System**

Length: 2 Weeks  
Class Limit: 21

**Overview:** This course has been designed especially for the correctional executive, to test and sharpen the skills used during correctional emergencies. The course will focus on the National Incident Management System (NIMS) and the Incident Command System (ICS). We will examine a case study using leadership and influence in correctional emergencies, risk management and crisis decision making in emergencies, crisis negotiation and its relationship to tactical operations. You will be introduced to table-top scenarios, which will give a real life, hands-on approach to learning. In this course, we will examine preparedness and the building blocks of emergency management. The course is designed to build each day on the skills discussed in prior sessions and give the executive the opportunity to test those skills in the safe environment of a training setting, while receiving feedback from subject matter experts and peers.
Course: Basic Officer (Guard) Training  
Length: 6 Weeks (customized to country)  
Class Limit: 26  
Overview: The Basic Officer Training course is designed to introduce new correctional officers (guards) to the field of corrections as a correctional professional. This course provides basic, standard and centralized quality training for all new employees. The core curriculum is comprised of six weeks of training, which includes a balance of security- and safety-related core competencies. This includes fundamental correctional principals and techniques:  
- Ethics and professional conduct  
- Interpersonal communication  
- Searches and contraband  
- Security techniques  
- Use of force/personal protection  
- Management of special populations  
- Emergency preparedness  
- Human rights  
- Additional topics as required by the country  
This course will include lecture but the majority of the training will include hands-on practical activities allowing participants to practice what they learn in their country’s institutions. Participants will also receive two days of use-of-force and self-defense training.

Course: Food Safety  
Length: 1 Week  
Class Limit: 25  
Overview: This course is based on a scientific discipline describing handling, preparation and storage of food in ways that prevent foodborne illness. This includes a number of routines that should be followed to avoid potentially severe health hazards, safe delivery and preparation of food for staff and inmates.

Course: Prison Industries  
Length: 1 Week  
Class Limit: 25  
Overview: This course will discuss how to implement and run an industries program. These programs teach inmates valuable skills they can use upon release. Skills include but are not limited to woodworking, tailoring, artistry and leatherworking.
Course: **Correctional Emergency Response Team**

Length: 1 Week  
Class Limit: 25  
Overview: These teams are highly trained jail/prison officers tasked with responding to incidents, riots, cell extractions, mass searches or disturbances in jails and prisons possibly involving uncooperative or violent inmates. Correctional Emergency Response Team (CERT) members are required to be contactable and available at all times. CERT is founded upon a team concept and is made up of highly motivated and experienced prison/jail officers.

Course: **Supervising Offenders in Restrictive Housing Units**

Length: 1 Week  
Class Limit: 25  
Overview: Restrictive housing units (referred to as segregation or isolation) house violent, escape-prone and disruptive offenders. As a supervisor of this special population of offenders, you must be well-informed of the rules and regulations maintained when disciplining procedures are in place. By the end of this training, you will know the basic guidelines to follow while you’re working in segregation units. You will know how to deal with verbal abuse in an effective manner. This course will also teach you basic safety and security procedures within a segregation unit.

Course: **Supervising Offenders in Crisis**

Length: 1 Week  
Class Limit: 25  
Overview: In the criminal justice system, especially in corrections, the word “crisis” brings to mind images of riots, hostage situations, escapes, and other types of violence and disruption. However, inmates often perceive a crisis to be anything, whether major or minor, that affects them and interferes with what they want to do and when they want to do it. How correctional staff responds to these types of crises can determine whether these situations escalate and become more volatile or whether they are resolved successfully. In this course, you will learn how to use both verbal and nonverbal skills to effectively manage crisis situations with inmates. This course is appropriate for all correctional staff, though it is particularly relevant for correctional officers and correctional supervisors. You will learn how to determine whether an inmate is in crisis. You will also learn how good verbal communication skills can increase the safety and security of your institution by preventing or successfully managing crises. This course uses a blend of interactive exercises and vignettes to enhance your learning.
Course: **Supervising Offenders: Nonverbal Communication Skills**
Length: 1 Week
Class Limit: 25
**Overview**: Effective communication is the basic foundation for working effectively with a broad range of inmates as well as colleagues. Both your verbal and nonverbal communication styles play important roles in your interactions. In addition to learning key points regarding verbal communication, you will also achieve competency in the following nonverbal skills—proper positioning, accurate observation, and effective listening. The insights you will gain in this course will allow you to maximize the nonverbal parts of your communications with inmates.

Course: **Supervising Offenders: Staff Roles and Communication**
Length: 1 Week
Class Limit: 25
**Overview**: As a correctional officer, you are the backbone of a correctional facility. How you carry out your duties significantly influences the behavior of offenders on a daily basis along with the safety and security of your facility. This course will help you to learn the fundamentals of your role as a correctional officer along with the necessary skills to supervise offenders effectively. By completing the information and interactive elements of this training, you will have a clearer understanding of your duties on the job. This training gives you key information about the basic roles of a correctional officer along with the skills you need to have in order to supervise offenders effectively. By learning about verbal communication skills, asking questions, handling requests, and decision-making, you will be prepared to work more effectively with your colleagues and offenders alike.

Course: **Testifying in Court: What You Need to Know**
Length: 1 Week
Class Limit: 25
**Overview**: While it may be unlikely that a lawsuit will be filed against you or your agency/facility, it is becoming more commonplace with each passing year. You need to be aware and prepared to testify in court. This course provides information about legal liability, pretrial preparation, and rules of evidence. You’ll also learn strategies and tactics that will help you in the court setting. Case studies and examples help you to apply this key information so that you will be able to use it when you need it most.

Course: **Security and Offender Management: Preventing and Responding to Emergencies**
Length: 1 Week
Class Limit: 25
**Overview**: This course gives you concrete information about how correctional facilities plan for and respond to emergencies. By examining the correctional officer's role in preventing and responding to emergencies, you will be well-prepared to keep yourself and those under your watch safe and secure.

1 January 2015
Course: **Security and Offender Management: Supervising Offenders in Programs and on Work Details**

Length: 1 Week  
Class Limit: 25  
**Overview:** When you are supervising offenders during work details and activities, you must pay close attention to security measures, regardless of the type of work detail or activity. Maintaining security and good order is your primary responsibility. In this course, we will examine the correctional officer's responsibilities in supervising offenders in programs and on work details.

Course: **Legal Issues Part 1: The Legal System** (customized to the country)  
Length: 1 Week  
Class Limit: 25  
**Overview:** From the training you receive before starting a job, to the policies and procedures you employ during your everyday tasks, various laws influence how you perform your job duties as a corrections staff member. This course is Part 1 in this legal issues series and it will provide an overview of the various laws, policies and procedures that affect the corrections system. Interactive exercises and vignettes will give you an opportunity to apply this new information. After completing this course, you will have the skills you need to implement these concepts in correctional settings.

Course: **Legal Issues Part 2: Offender Lawsuits** (customized to the country)  
Length: 1 Week  
Class Limit: 25  
**Overview:** This course is the second part of this legal issues series. In the previous course you learned about the structure of the government, as well as common law statutes. In this course you will examine different aspects of the legal system, from the various kinds of lawsuits that offenders file, to the fundamentals of tort suits and civil rights actions in the corrections system. Interactive exercises and a variety of scenarios will help facilitate learning at your own job. After completing this course in this legal issues series, you will be able to offer relief efforts for different lawsuits, appreciate the details of tort suits and civil rights cases, and incorporate knowledge of the legal system into the correctional facility where you work.

Course: **Legal Issues Part 3: How the Criminal Justice System Works** (customized to the country)  
Length: 1 Week  
Class Limit: 25  
**Overview:** All the offenders you supervise are involved in some aspect of the criminal justice system. As a corrections professional, you play an important role within this system. You and your colleagues may be involved after an offender is arrested, during criminal proceedings, and after an offender is sentenced. This course will take you through the key steps of the criminal justice process from arrest and charging, to conviction and sentencing. This training offers you a combination of interactive exercises and detailed scenarios to equip you with the tools you need for supervising offenders in the criminal justice system.

1 January 2015
Course: Legal Issues Part 4: The Civil Justice Process (customized to the country)
Length: 1 Week
Class Limit: 25
Overview: This is the fourth course in the legal issues series. The civil justice system provides a way for individuals to settle their disputes with other individuals. In corrections, offenders may file lawsuits when they believe that their constitutional rights (e.g., freedom of religion, freedom from cruel and unusual punishment, and freedom from unreasonable searches) have been violated. These lawsuits may be filed against correctional administrators and correctional officers or other staff. In this course, a case study will guide you through the steps of a typical civil lawsuit involving an offender. You then will learn techniques to prevent civil lawsuits and minimize liability, which you can apply immediately on the job. You also will learn about your constitutional and employment rights. The interactive exercises will test your knowledge of the concepts.

Course: Maintaining Security Part 1
Length: 1 Week
Class Limit: 25
Overview: Security is the most important part of your job as a corrections professional. Having a comprehensive security plan in place is the best way to protect everyone in a corrections facility. There are a number of precautions that you can take in order to ensure that your facility is safe. Every task that you complete from conducting counts of prisoners to controlling contraband plays a vital important role in protecting all those who live and work in a corrections facility. This course gives you an overview of best practices in security along with a series of exercises that challenge you to apply what you have learned. With this information in mind, you are certain to play a positive role in keeping your facility as safe as it can be.

Course: Maintaining Security Part 2
Length: 1 Week
Class Limit: 25
Overview: Correctional officers are on the front line in managing offenders' behavior and, therefore, are responsible for preventing or stopping illegal behavior or activities from occurring. The over-arching goal of this course is to help correctional officers fulfill this responsibility by learning how to conduct effective patrols and proper searches.

Course: Offender Rights Part 1: Medical and Mental Health Care
Length: 1 Week
Class Limit: 25
Overview: Even though they are incarcerated, offenders still retain some of their rights. Perhaps one of the most important of these is the right to adequate medical and mental health care. Not only does this training cover the liability related to suicides and involuntarily medicating offenders, but it also discusses privacy issues and the legal issues that arise in supervising offenders with HIV/AIDS. Practical
exercises and didactic information ensure that this course supplies you with the skills you need to relate this material to your correctional facility’s established guidelines.

Course: Offender Rights Part 2: Conditions of Confinement
Length: 1 Week
Class Limit: 25
Overview: Even though they are incarcerated, offenders still have the right to humane conditions of confinement and to be provided with the basic needs of daily living (e.g., food, shelter and health care). Violating these rights can lead to offender lawsuits and, perhaps, liability for correctional officials. In this course, you will gain in-depth knowledge of liability issues related to conditions of confinement, including personal safety. This training gives you the chance to apply essential concepts by analyzing scenarios and completing interactive exercises. With these skills in hand, you can help create a safe and humane environment for the offenders in your correctional facility while minimizing liability.

Course: Offender Rights Part 3: Use of Force and Due Process
Length: 1 Week
Class Limit: 25
Overview: Given the nature of correctional environments, officers are allowed to use reasonable force in particular situations. Knowing when to use this force, as well as what type and how much to use is essential to defending yourself against allegations of improper use of force. Another area somewhat unique to corrections is the decision-making process for classification, transfers and discipline. These types of decisions affect the daily lives of offenders and may become the focus of claims of a “lack of due process.” The guidelines provided will mark the boundaries of what force can be used, how much can be used, and when it can be used. The interactive exercises and practical case studies will help you apply the concepts to your job.

Course: Offender Rights Part 4: Religion, Communication and Searches (CUSTOMIZE TO COUNTRY)
Length: 1 Week
Class Limit: 25
Overview: During this training, you will examine the rights of offenders in terms of religion and communication. You will learn what rights the offender has in these areas and what needs to be done to meet these rights. The interactive exercises and case studies will help you understand how the concepts apply to your job.

Course: Offender Rights Part 5: Access to the Legal System
Length: 1 Week
Class Limit: 25
Overview: During this training, you will examine the rights of offenders and their access to the legal system. You will learn what rights the offender has in these areas and what needs to be done to meet these rights. The interactive exercises and case studies will help you understand how the concepts apply to your job. You will have the chance to test your understanding of the concepts in a series of

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interactive exercises and case studies.

Course: **Securing Prisons/Jails**
Length: 3 Weeks
Class Limit: 25
Overview: The training is designed for upper level managers and leaders in adult correctional agencies. The purpose of the training is to improve the existing management/leadership skills of the participants. It will also enhance their current effectiveness and prepare participants for possible promotion. The course instruction utilizes an adult learning model. The classroom instruction will be held in classroom, and the on-site learning will be held at correctional institutions. The training incorporates work group simulations and exercises. The faculty for the senior leadership course will be individuals who have served as senior leaders and experienced trainers in correctional agencies and universities.

Course: **Civil Liability and the Disciplinary Process in Corrections**
Length: 1 Week
Class Limit: 25
Overview: Supervisors are responsible for preventing lawsuits and liability that may arise not only from their actions but also their staff’s actions. The overarching goal of this course is to help correctional supervisors understand the legal issues involved in supervising staff. In this training, you will learn about reasons why offenders may bring lawsuits, civil law, and specific steps to take in order to avoid liability in offender lawsuits. You will also obtain in-depth knowledge about best practices in discipline, the concept of corrective discipline and disciplinary procedures. The information you will gain by taking this training will help to prepare you to effectively supervise your staff so as to minimize exposure to lawsuits and legal liability.

Course: **Conflict Management for Correctional Supervisors**
Length: 1 Week
Class Limit: 25
Overview: This interactive training covers methods of dealing with conflict. In addition to learning about how to manage conflict, you will learn to identify your preferred style of dealing with conflict. That information will help you to understand how to avoid and reduce the potential for conflict in the workplace.

**Staff Training**

Course: **Train the Trainer**
Length: 1 Week
Class Limit: 25
Overview: The key to operating an exceptional corrections system is your staff. To make sure you have an exemplary staff they need exemplary training. This course is designed to give your correctional trainers
the tools to effectively train your staff.

**Course: Managing Stress: Performing Under Pressure**

*Length: 1 Week*

*Class Limit: 25*

**Overview:** This course addresses the unique experiences of correctional workers by discussing how to develop an organizational stress prevention plan and the differences between chronic and episodic sources of stress. It includes the stages leading to burnout; physical, mental and emotional strategies for dealing with stress; and how to use the Social Readjustment Rating Scale to discover whether you are at risk for developing a stress-related illness. This course covers ways supportive relationships can reduce stress, shows what is stressful about shift work, and discusses critical incidents.

**Course: Conflict Management and Conflict Resolution in Corrections**

*Length: 1 Week*

*Class Limit: 25*

**Overview:** This resource provides the techniques and tools needed to manage and resolve conflicts in the correctional environment. This training employs a restorative justice approach and stresses the importance of using cooperation and collaboration to resolve any conflict. This training provides practical information for those in facilities, community corrections and mediation. A working vocabulary is included.

**Course: Effective Communication for Correctional Supervisors: How to Hear and Be Heard**

*Length: 1 Week*

*Class Limit: 25*

**Overview:** Supervisors must rely upon their staff to complete tasks so that they meet — and exceed — performance standards. The key to ensuring that this process flows smoothly is effective communication. The over-arching goal of this course is to help correctional supervisors learn how to communicate with their staff on a daily basis. By taking this course, you will gain important insight into the fundamentals of successful communication, gender roles in communication, and active listening. Armed with this information, you will be able to communicate more effectively with your staff.

**Course: Ethical Behavior in Corrections: Exemplary Practices (CUSTOMIZE TO COUNTRY)**

*Length: 1 Week*

*Class Limit: 25*

**Overview:** In this course, we define the term, “ethics” and describe the two basic ethical theories. We also examine the concept of ethical or principle-based management. We define the term discretion and explain how officers can make effective ethical decisions in situations that require discretion. We discuss how principle-based management is the key to ensuring an ethical correctional institution. We will review types of ethical dilemmas and principles of ethical decision making. Finally, we will discuss using ethical checklists and test our gut reaction using the bell, book, and candle technique. Making ethical decisions is often tricky, so this training includes concrete interactive exercises to help you practice what you have learned. By thinking your way through these scenarios that you may face in your
own setting, this training is a giant stride toward keeping yourself — and those you supervise — safe.

**Course: Ethical Standards for Corrections Supervisors**  
**Length:** 1 Week  
**Class Limit:** 25  
**Overview:** This course gives you clear guidelines about how to avoid some potential ethical pitfalls. It also offers you a number of chances to practice what you learn with quizzes and scenarios designed to help you apply this information in your own facility.

**Course: Supervising a 21st Century Correctional Workforce**  
**Length:** 1 Week  
**Class Limit:** 25  
**Overview:** In this course, you will learn about the four primary groups or cohorts (people born in the same general time span), of individuals in the correctional workplace: "Veterans," "Baby Boomers," "Generation X-ers," and the "Young Adults" sometimes called "Generation Y." Your staff may not "fit" exactly into a particular group and may have traits from another group. Generational differences can be a challenge when supervising subordinates from different cohorts, so this training gives key information regarding values and characteristics of each one along with clear strategies intended to help you as a supervisor.

**Course: Discrimination and Sexual Harassment in Correctional Institutions**  
**Length:** 1 Week  
**Class Limit:** 25  
**Overview:** Supervisors are responsible for preventing lawsuits and liability that may arise not only from their actions but also their staff’s actions. In this course, you will learn about the critical legal issues that correctional supervisors need to understand regarding supervising staff. By knowing how to act in accordance with federal legislation designed to prohibit discrimination and sexual harassment, you and your staff will be much more likely to recognize and preventing these issues.

**Course: Staff Supervision Made Easy**  
**Length:** 1 Week  
**Class Limit:** 25  
**Overview:** Quality leadership skills are acquired by learning and applying the basic fundamentals of supervision. Staff Supervision Made Easy provides a hands-on approach to mastering the skills needed in correctional supervision. Hutton examines the styles, traits, and principles of effective leadership, meeting supervisory challenges, handling discipline and grievances, evaluating employees, hiring qualified staff, knowing the law, and dealing with policies and procedures.
Course: **Advanced Topics in Corrections**
Length: 1 Week
Class Limit: 25
Overview: Advanced Topics in Corrections will broaden your understanding of your agency’s operations and the general state of corrections. Topics discussed include communication and confrontation avoidance, inmate gangs and other security threat groups, corrections and the public, and correctional trends.

Course: **Motivating Correctional Staff**
Length: 1 Week
Class Limit: 25
Overview: Increasing staff motivation involves specific management. By using the goal-setting, performance analysis and positive reinforcement techniques described in this course, you'll find out how to draw out the “personal best” in each staff member.

Course: **Professionalism in Corrections**
Length: 1 Week
Class Limit: 25
Overview: Professionalism in Corrections examines the topics that will help you to develop your own professionalism at work, including ethics, career management and life management.

Course: **Issues in the Correctional Workplace**
Length: 1 Week
Class Limit: 25
Overview: This course contains a history of disciplinary issues and explains why they are important in today’s workforce. Topics include standards and accreditation, cultural diversity, sexual harassment, and lawsuits and liability.

Course: **Maintaining Ethics Through Mental and Physical Fitness**
Length: 1 Week
Class Limit: 25
Overview: Working in the correctional environment is both demanding and stressful for correctional staff. A failure to manage stress may lead you to make choices that you wouldn’t normally make. These decisions could ultimately lead to you or your staff engaging in unethical behavior. Therefore, maintaining mental and physical fitness is critical. The goal of this course is to help correctional staff learn how to stay mentally and physically fit both in their professional and personal lives.

Course: **Crossing the Boundaries of Professionalism**
Length: 1 Week
Class Limit: 25
Overview: Correctional staff members supervise offenders who are often manipulative and anti-social. Some staff members fall into the trap of manipulation, and others participate in unethical and even
illegal activities. The goal of this course is to help correctional staff learn how to draw a professional boundary line and avoid crossing it.

Course: The Transition to Correctional Supervisor
Length: 1 Week
Class Limit: 25
Overview: This course begins by explaining the goals, history and various styles of supervision that exist. Then it goes on to discuss the specific roles and duties of a supervisor working in a correctional facility. Embedded within this course are many opportunities to practice what you have learned and other exercises give you the opportunity to apply what you learn so that you can easily adapt these competencies to your own setting.

Course: Overview of Staff Misconduct in the Correctional Setting
Length: 1 Week
Class Limit: 25
Overview: Misconduct can occur in any profession that has standards and expected rules of behavior. Correctional officers have a great deal of power over offenders’ daily lives and occasionally may be tempted to abuse that power. A few officers give into their frustration and anger and cross the boundary of professionalism into misconduct. Some officers fall prey to misconduct because they are under peer pressure from unethical colleagues, while other officers become ensnared in an offender’s manipulation. This course gives you the fundamentals you need to understand misconduct, manipulation, and ways to be sure that you are behaving ethically and in keeping with you facility's policies.

Course: Performance Goals and Standards for Correctional Supervisors: Managing Problems and Appraisals
Length: 1 Week
Class Limit: 25
Overview: Supervisors are responsible for the overall performance of their staff. Those who are performing well need to be praised, while those who are performing poorly need to be coached. The over-arching goal of this course is to help correctional supervisors learn how to manage the performance process and supervise staff of the 21st century.

Course: Professional Ethics in Corrections
Length: 1 Week
Class Limit: 25
Overview: In this course, we discuss corrections' path toward becoming a profession. We examine the six traits of emerging professions, the seven traits of dynamic and growing professions, and the evolution and history of professional corrections. We also examine the qualities of professionals. Finally, we identify the goals of correctional facilities and the roles of correctional officers.
Course: Report Writing in Corrections
Length: 1 Week
Class Limit: 25
Overview: One of the most important duties of a correctional officer or youth worker is writing reports related to safety, security, and sanitation. Reports become a permanent record of staff’s actions in response to an incident, help document compliance with standards, and help provide vital information for administrators. In legal cases, misconduct reports may serve as the basis for lawsuits and/or prosecution. In this course, you will learn about the critical elements of an incident report, the pre-writing process, and the proper way to organize a report. You will also learn about the key components of the writing process and how to write an effective report. You will have opportunities to assess your understanding of concepts through interactive exercises and to practice your reporting skills through vignettes.

Course: Self-Defense and Personal Protection Techniques
Length: 2 Weeks
Class Limits: 30
Overview: This course is an overview of concepts and maneuvers that emphasize officer safety, personal protection, and defensive tactics designed to increase an officer’s ability to survive various attacks from multiple ranges and positions, both empty-hand and weapon-assisted techniques will be addressed through first stagnant drills, then working toward more live dynamic exercises. This course information will consist of basic fundamental skill sets that are simple to retain with practice. You will be engage in a real-life, hands-on approach to learning.

Course: Use of Force
Length: 1 Week
Class Limit: 30
Overview: This course is an overview of policies and procedures to ensure officer safety while managing inmate resistance to compliance. The information will recognize a use of force continuum that will begin with an officer’s presence and move through passive, active, and lethal force options to the offender’s actions, with an emphasis on de-escalating an incident, and both officer and inmate safety. The techniques and maneuvers are designed to use the least amount of force necessary to gain compliance, without punishing or intimidating the inmate. This course will address various ranges of an altercation at multiple positions and environment limitations, multiple officer, and inmate scenarios that will be trained with both stagnant and dynamic partner drills. You will be engage in a real-life, hands-on approach to learning.

Course: Introduction to Subject Control and Use of Force Training
Length: 1 Week
Class Limit: 20
Overview: This course is designed to train officers, support staff, supervisors, transportation staff,
security officers and warrant officers. Instruct the Special Operations Response Team cadets prior to team selection. Course curriculum includes hand-to-hand tactics, control and compliance methods, with supporting verbal skills that range from the officers initial contact to multiple backup officers response that reflect the agency’s use of force policy from minimal to lethal force options.

**Course: Firearms**  
**Length:** 1 Week  
**Class Limit:** 20  
**Overview:** This training includes handgun, and shotgun skill sets. This training begins in the classroom with an emphasis on safety. Officers are introduced to the nomenclature of the weapon, then transition to the range for live fire drills based on basic, tactical shooting, and weapon retention maneuvers, as well as gunshot wound care.

**Course: Baton, Edged Weapon**  
**Length:** 1 Week  
**Class Limit:** 20  
**Overview:** This course curriculum includes; carry deployment, application, and retention methods from various tactical systems. This course will include a review of employees past performance and the tools to conduct annual reviews going forward.

**Course: Chemical Weapons**  
**Length:** 1 Week  
**Class Limit:** 20  
**Overview:** This training will educate and instruct officers on use of chemical spray as a means of gaining subject control and compliance. Course curriculum includes: product history, ingredients’ chemical effect, application, weapon retention and decontamination.

**Course: Restraints**  
**Length:** 1 Week  
**Class Limit:** 20  
**Overview:** This training will instruct nomenclature, carry techniques, and the application of wrist, ankle and body restraints, as well as restraint chair applications, along with post-incident follow-up procedures. Students will understand the importance of “position first” before they try to apply restraints. Having a clear understanding of the restraints that are currently being used, officers find the strengths, and limitations of each restraint. Multiple position applications, as well as carry, follow-up, and escorting methods are covered.
Course: **Subject Control**  
**Length:** 1 Week  
**Class Limit:** 20  
**Overview:** This includes hand-to-hand combative, offensive and defensive entries. Multiple takedown options, with follow-up procedures. Takedown avoidance maneuvers, as well as escorting techniques are covered.

Course: **Ground Survival**  
**Length:** 1 Week  
**Class Limit:** 20  
**Overview:** This includes position recognition, “surviving the takedown” escape and, reversal maneuvers, with both offensive and defensive options.

Course: **Lethal and Less Lethal Force Options**  
**Length:** 1 Week  
**Class Limit:** 20  
**Overview:** This course is designed to cover empty-hand, baton, chemical and edged-weapon options to educate the officers to protect themselves physically and legally. Instructor stresses a strong use of force policy that clearly defines an officer’s options to respond to resistance, and apply the necessary amount of force needed to “stop a threat” and control the offender.

Course: **Cell Extractions**  
**Length:** 1 Week  
**Class Limit:** 20  
**Overview:** This course includes educating the officers to de-escalation, through assembling a team for a calculated use of force to execute a cell extraction. Pre-entry options, through entry to control tactics, and post-incident follow-up.

Course: **Handgun Retention**  
**Length:** 1 Week  
**Class Limit:** 20  
**Overview:** This course covers an armed officer’s ability to maintain control of their firearm while an offender is attempting to disarm them from multiple positions, including standing, kneeling, and lying, as well as front, side, and rear attacks. This is a hands-on dynamic class that addresses the “before, during and after” the attempt.
Course: **Prison Management and Leadership Training**  
**Length:** 3-4 Weeks (depending on the correctional system)  
**Class Limit:** 25  
**Overview:** This training will cover key issues in running a correctional system and managing inmates from entry to release. Topics covered will include: An Overview of Correctional Systems, Fundamentals in Jails and Prisons, Community Corrections, Probation, Parole and Juvenile Services, Services and Programs in Jails, Community Corrections, Probation, Parole and Juvenile Corrections. Administrative issues including Institutional Structure: Administrative, Operational and Treatment Issues, Human Resources Issues, Corrections Administration and Staffing an Institution will be covered. This training will address important issues facing correctional systems today including inmate behavior management, managing special inmate populations, health services in the U.S., preparing an inmate for release, leadership, ethics, loyalty and professionalism, standards and accreditation, terrorism, correctional intelligence initiatives, technology in corrections and planning for an emergency. We’ll take these topics and participate in class discussions, participate in live scenarios and conduct a mock audit of a jail/prison.

Course: **Leadership for Mid-Level Officers Training**  
**Length:** 3 Weeks  
**Class Limit:** 30  
**Overview:** This training will provide supervisory leadership training for the corrections professional. This training consists of two phases. Phase 1 of the project will consist of a two-week classroom training. This training will incorporate class discussions, assessments, group exercises and the introduction to management and supervisory leadership models and styles. Phase 2 will begin three to four months after Phase 1 concludes. Phase 2 will focus on human resource challenges, ethical dilemmas and the changing correctional environment. In between the two phases students will be given a leadership project to complete and present in front of their peers during Phase 2. These objectives will be met through class discussion, role-play activities and group work.

Course: **Managers Training**  
**Length:** 1 Week (in the USA)  
**Class Limit:** 15  
**Overview:** An overview of the United States corrections system will assist correctional leaders in better understanding the structure, operations, policies and procedures of the U.S. corrections system. The program will consist of a week of scenarios and visits to jails and prisons in the states of Maryland and Virginia. Visits will include open dialogue and discussion with correctional leadership on corrections operations. Any classroom training will be held at the American Correctional Association Headquarters in Alexandria, Virginia. Corrections experts and leaders will be present during open discussions on critical correctional issues, operations and programs.
Course: **The Effective Corrections Manager**  
**Length:** 1 Week  
**Class Limit:** 25  
**Overview:** The Effective Corrections Manager provides current information on management and supervision, and offers practical advice based on direct experience. Your ability to effectively manage a correctional agency hinges on your ability to recruit, train, direct and motivate people. This course teaches participants how to be successful in those endeavors. This course is essential for those involved in either developing their own managerial skills or in teaching others how to be effective supervisors in the corrections environment. In these settings, poor management of people or resources at the individual department level can create major organizational problems. In extreme cases, those inadequate decisions and techniques can cost lives.

**Treatment**

Course: **Health Services Delivery**  
**Length:** 1 Week  
**Class Limit:** 25  
**Overview:** Most inmates enter prisons and jails in poor health. Persons comprising the burgeoning prison and jail facility populations are on average as sick as or sicker than people in the free world. Strategies for preventing contagion from diseases such as HIV/AIDS, hepatitis, and tuberculosis should not be just left up to the clinicians. Correctional officials must be aware of their characteristics and become familiar with strategies to prevent their spread among inmates, employees, and visitors in prisons and jails. It is important to have an organizational structure in place that will take care of the needs of inmates. The organizational structure within which a correctional health care delivery system operates has a major impact on its ability to attain its goals.

Course: **Standard Precautions**  
**Length:** 1 Week  
**Class Limit:** 25  
**Overview:** When discussing precautions we are discussing ways to prevent infection control. This is from diseases that are acquired not only through blood and bodily fluids but also nonintact skin (including rashes), and mucous membranes. This workshop will discuss the ways to protect staff and inmates from infection and exposure.
Course: Effective Management of Mental Illness and Suicide Prevention in Corrections
Length: 1 Week
Class Limit: 25
Overview: Correctional officers (guards) have the difficult task of working on the front line with inmates who are mentally ill and who have demonstrated an inability or refusal to follow the laws of society. Some inmates may be angry, impulsive, disruptive and disrespectful to staff. Other inmates may be manipulative and have no sense of conscience. Inmates may also have a serious mental illness or become suicidal. This course examines the critical issues in managing mentally ill inmates in corrections, identifies the key elements of a successful mental health and suicide prevention program, and provides the guiding principles for a multidisciplinary approach to the supervision of mentally ill offenders in corrections. Interactive exercises and vignettes throughout this training provide opportunities to practice applying what you learn.

Course: Understanding Mental Health Treatment in the Corrections Setting
Length: 1 Week
Class Limit: 25
Overview: With the large number of mentally ill offenders entering correctional facilities, providing treatment is becoming even more important. Many serious mental illnesses are persistent in nature and require long-term treatment. Mental health staff help offenders manage their illness by treating the symptoms of their disorder(s). Once they become stable, offenders can learn how to cope with life and function successfully in society. The quizzes, interactive exercises, and short vignettes in this training will help you to work more effectively with inmates who have mental health problems.

Course: Suicide in Jails and Prisons Part 1: Common Myths and Reactions
Length: 1 Week
Class Limit: 25
Overview: Suicide deaths are traumatic for the staff of any correctional facility—even when “everything was done right.” As a correctional officer supervising inmates, you are on the front line of suicide prevention and intervention. This course will give you a basic understanding of suicidal behavior by discussing the common myths surrounding suicide and the relationship between mental illness and suicide. It will also give you an opportunity to examine the impact of suicide on correctional staff.

Course: Suicide in Jails and Prisons Part 2: Prevention
Length: 1 Week
Class Limit: 25
Overview: Studies from both adult and juvenile detention, as well as correctional facilities show that suicides can be reduced or stopped altogether through adopting suicide prevention programs. Prevention efforts work and as a correctional officer, you are an integral part of those efforts. This course examines the components of a comprehensive suicide prevention program. It also discusses the four areas that are the focus of suicide-related lawsuits in corrections and ways to avoid liability in such
lawsuits. An assortment of interactive practices and exercises throughout this course will help you apply the skills you learn in your own corrections setting.

Course: Suicide in Jails and Prisons Part 3: Identifying Suicidal Offenders
Length: 1 Week
Class Limit: 25
Overview: Although incarcerated inmates have many of the same risk factors associated with suicide that are found in the community, there are some risk factors that are more common in correctional settings. As a member of your facility’s suicide prevention team, you must know how to recognize all of these risk factors, as well as the warning signs of suicidal behavior. Identifying whether an inmate is at risk for suicide begins at intake and continues throughout incarceration. This course covers the protective and risk factors for suicide, as well as the key stressors in the criminal justice system that heighten those risk factors. The course also discusses the warning signs and critical times associated with suicide and the correctional officer’s role in identifying inmates at risk for suicide. The interactive practices and exercises throughout the course will help you master the skills you need to identify suicidal offenders.

Course: Suicide in Jails and Prisons Part 4: Managing Suicidal Offenders
Length: 1 Week
Class Limit: 25
Overview: Once inmates are identified as or suspected of being potentially at risk for suicide, staff must begin following specific policies and procedures to prevent a suicide. The correctional officer plays a critical role in managing at-risk inmates during this critical time, providing direct supervision and support. The goal of this course is to summarize the basic categories for identifying inmates at risk for suicide and examine the five steps officers should take when an inmate is identified as or suspected of being at risk for suicide. It also discusses basic supervision techniques that are critical for managing these inmates. The interactive practices and exercises throughout the course will help you master the skills you need for managing offenders at risk for suicide.

Course: Suicide in Jails and Prisons Part 5: Responding to Suicides
Length: 1 Week
Class Limit: 25
Overview: Despite their best prevention efforts, staff may encounter an inmate who has attempted suicide. These situations require a quick, well-organized response. Staff must know what to do and how to do it because every second and every minute counts. This course discusses emergency response and suicide. It describes how to provide first aid to hanging and self-injury victims and discusses how to protect yourself from exposure to potentially contaminated bodily fluids. It also examines the support provided to staff and inmates after a completed suicide and identifies the types of reviews conducted following a suicide. The main goal of the course is to learn how to respond
effectively to suicide victims. The first aid steps described in the course are intended as a review only. Staff must be certified in first aid, including CPR, and follow agency/facility policies and procedures related to an emergency.

**Course: Supervising Adult and Juvenile Offenders With Developmental Disorders**

**Length:** 1 Week  
**Class Limit:** 25  
**Overview:** In this course, you will learn about six developmental disorders: mental retardation, learning disorders, attention deficit, fetal alcohol spectrum disorders, and communication disorders such as stuttering and Tic disorders such as Tourette’s syndrome. Beyond giving you information about prevalence and issues faced by individuals with developmental disorders, this training provides you with concrete "brass tacks" techniques that you can use to maintain a safe and humane environment when working with these individuals in your facility.

**Course: An Overview of Mental Illness for Correctional Staff**

**Length:** 1 Week  
**Class Limit:** 25  
**Overview:** While mental illness exists in every segment of our society, its prevalence is higher in jails and prisons. A survey of the states revealed there are now over three times more people with serious mental illness in jails and prisons than in hospitals. Dealing with inmates who have a mental disorder is challenging for all correctional staff, especially officers who provide direct supervision. Inmates with mental illness are at higher risk of victimization, misbehavior, and suicide. In this course, you will learn about mental illness, its definition, causes and myths. You will also examine the common mental disorders that inmates may have. Interactive exercises will provide you with opportunities to practice what you have learned. This course is designed for all staff members who work in adult corrections.

**Course: Basic First Aid**

**Length:** 1 Week  
**Class Limit:** 20  
**Overview:** This training will follow the American Heart Association guidelines to train employees in basic first aid techniques.

**Course: Mental Health, Suicide Prevention and Creating Safe Cells**

**Length:** 1 Week  
**Class Limit:** 25  
**Overview:** Participants will discuss relevant mental health issues and be able to identify common mental illnesses in corrections. Participants will be able to identify general facts about suicides, methods used, warning signs and how to properly intervene.
Course: Gender Identity Disorder
Length: 1 Week
Class Limit: 25
Overview: This training will address the growing issue of the gender identity disorder in the prison setting. Ongoing challenges will be discussed including placement, sexual assault and clothing. Legal challenges will be addressed and discussed.

Course: Juvenile Offenders With Mental Health Disorders: Who Are They and What Do We Do With Them?
Length: 1 Week
Class Limit: 25
Overview: This course is a guide for professionals working with juvenile offenders with mental health problems. Regardless of whether you are an officer, administrator, mental health counselor, probation or parole officer, nurse, or anyone else working with these offenders, this course is for you. It provides clear explanations, examples, and suggested strategies for dealing with youths with major mental health issues. Topics discussed include: diagnosis of mental health disorders; depression; bipolar disorder; attention-deficit/hyperactivity disorder (ADHD), substance abuse disorders, suicidal behavior; self-injurious behavior; post-traumatic stress disorder; psychosis; screening and assessment; treatments; and more.

Course: Health Care Management Issues in Corrections
Length: 1 Week
Class Limit: 25
Overview: This essential course addresses practical issues related to the structure and delivery of health care services to inmates in prisons, jails, juvenile correctional facilities and detention centers. Included in this course is community trends in health care; trends and issues in corrections; organizational issues; privatization of inmate medical care; defining appropriate and necessary health care; preventing contagion; ensuring access to care; concerns with aging and handicapped populations; special mental health issues; and quality management.

Course: Supervising Offenders With Mental Illness
Length: 1 Week
Class Limit: 25
Overview: This course provides an understanding of mental illness and describes how the correctional environment influences offenders with mental disorders. In addition, the course discusses how to identify/respond to the signs of mental illness, supervise offenders with mental disorders effectively, prevent/respond to suicides and crises, and participate in the treatment process.
Course: **Managing Special Populations in Jails and Prisons**  
**Length:** 1 Week  
**Class Limit:** 25  
**Overview:** Leading experts and practitioners help you meet the administrative, legal, clinical, security, and staff training challenges posed by today’s inmate populations. You will learn how to develop workable policies and procedures for correctional management of special populations and the different approaches that work for jails vs. prisons. This training examines clinical and administrative issues that arise when dealing with emergent and chronic health problems of inmates — from hepatitis, tuberculosis and HIV/AIDS to hypertension and heart disease, diabetes, and epilepsy. The contributors outline effective clinical and operational approaches for inmates with mental disorders—schizophrenia, depression, PTSD, and dual diagnoses. Special attention is given to “must-address” situational and medical problems of transgendered inmates in correctional institutions.

**Female Offenders**

Course: **Management of Female Offender/Programs**  
**Length:** 1 Week  
**Class Limit:** 25  
**Overview:** The purpose of the course is to present issues managing female offenders and their programming needs. The course will touch on identifying the needs of the offender upon arrival, organizing those needs for a structured delivery and preparing the offender for a successful release. Course topics will reflect ACA’s international core standards. Topics covered in this course include the quality of life of the incarcerated offender, intake processing, assessing the offender’s needs, health care and mental health needs, offender programming, offender work assignments, free-time activities and preparation for release.

Course: **Women’s Physical Health: Medical Issues, Infectious Diseases and STDs**  
**Length:** 1 Week  
**Class Limit:** 25  
**Overview:** This training addresses the medical health issues that are specific to female offenders. It is designed for the correctional officer and/or unit staff to enhance your knowledge of the most common chronic and infectious/sexually transmitted diseases seen in the correctional setting. We will discuss the components of a medical health care program and examine the common illnesses female offenders may have and identify the symptoms of those illnesses. We also will explore medical issues unique to some female offenders. Upon completion of the course you will have a better understanding of cancer, heart and respiratory diseases, as well as common gynecological, infectious and sexually transmitted diseases. The examples and interactive exercises will assist you in identifying and understanding the most significant symptoms common to these conditions.
Course: **Women Offenders and the Correctional Environment**

**Length:** 1 Week  
**Class Limit:** 25  
**Overview:** This course addresses the issues that women offenders face in the correctional environment. You will review the operations of women's facilities and the role that each of the operations plays in providing for the safe, effective, humane operation of the facility. Although facilities may have different names for these operations — and may have some operations that are not included in the course — they will have similar functions. If your facility has operations that are not described in the course, you will need to identify how they fit into the other operations discussed. After covering operations, you will explore the similarities and differences in providing security and supervision for male and women offenders with a focus on how to provide gender-responsive solutions. By taking this training, you will be able to clearly describe benefits of women having work assignments, explain program services offered in women’s facilities, and identify the important role of community involvement to incarcerated women.

**Juvenile**

Course: **Understanding Juvenile Offenders With Mental Disorders**

**Length:** 1 Week  
**Class Limit:** 25  
**Overview:** Youth workers today are faced with the difficult challenge of supervising an overwhelming number of youths with mental disorders. These youths can be very disruptive, highly emotional, extremely anxious, and even out of touch with reality. Developing an understanding of these disorders will help you gain insight into how to manage their behaviors and work effectively with mental health staff. In this course, you will learn causes and common misunderstandings regarding behavioral, mood, anxiety, psychotic, and substance use disorders. You will also learn how to differentiate between the normal and abnormal behaviors of adolescents. Furthermore, information about how to identify and diagnose juveniles with mental disorders will highlight the key role that you play in working with mental health staff. Finally, you will learn why so many youths with mental disorders are being placed in juvenile facilities. Interactive exercises will give you the chance to apply the new information you gain during this training.

Course: **Supervising Juveniles in Correctional Facilities**

**Length:** 1 Week  
**Class Limit:** 25  
**Overview:** Supervising Juveniles in Correctional Facilities  
The inappropriate behavior you often see in juveniles can make your job as a youth worker a particularly challenging one. This course will teach you supervisory techniques so you can maintain a safe environment and increase positive behaviors in the youths in your care. These skills will help you maintain a professional demeanor while establishing more positive relationships with the individuals with whom you work. As you apply the skills highlighted in this course in your day-to-day duties, you will
see a dramatic change in your effectiveness as you work with even the most challenging juveniles in correctional facilities.

Course: Supervising Juveniles With Mental Disorders
Length: 1 Week
Class Limit: 25
Overview: As a youth worker in a correctional facility, you know juveniles with mental illness can be very challenging to supervise. They may exhibit bizarre, unusual, impulsive, or aggressive behaviors that are disruptive and can even be dangerous. In this course, we will discuss how the juvenile justice environment itself influences the behavior of juveniles with mental health disorders. We will examine how to supervise these youths effectively and respond to their misbehavior. Finally, we will look at the ways to best communicate with both youths and other staff.

Course: Roles of Youth Workers
Length: 1 Week
Class Limit: 25
Overview: As a youth worker, you are expected to perform a variety of tasks designed to maintain security and safety. You’re also expected to encourage youths to learn new behaviors. To accomplish these goals, you must assume a number of different roles. This course examines these roles—specifically how they affect you and the youths you supervise. We will take a particularly close look at your roles as a leader and as behavior manager. After completing this course, you will have a clear picture of what roles you are expected to play as a youth worker and how to use them effectively.

Course: Safety and Security in Juvenile Correctional Facilities: Emergencies and Transportation
Length: 1 Week
Class Limit: 25
Overview: Safety and security in juvenile correctional facilities is not just a goal or destination—it’s a process that requires awareness and a unique skill set. It demands that you look at your work environment not only objectively, but also intuitively. This course will further your knowledge of safety and security by discussing emergency concerns, like how to remain calm and take control in hostage situations, and how to prevent juvenile suicide. You also will learn how to safely transport juveniles to and from any location and how to take charge of your facility’s safety during a riot or disturbance. This course is appropriate for any juvenile correctional officer who would like to advance her/his knowledge of security procedures and take charge of her/his safety.
Course: Fundamentals of Safety and Security in Juvenile Correctional Facilities
Length: 1 Week
Class Limit: 25
Overview: In your work with juvenile offenders, you are confronted with unique challenges that put your safety and the safety of others at risk. This course provides you with background about specific security issues you will face, as well as strategies to effectively deal with them. You’ll also learn how to identify and control contraband. Finally, procedural techniques will give you vital tools as you work to provide a higher degree of safety and security for everyone in your facility.

Course: Identifying and Treating Juvenile Offenders With Mental Disorders
Length: 1 Week
Class Limit: 25
Overview: In your role as a youth worker, effective identification and treatment of juvenile offenders with mental disorders is vitally important. Your role as an observer is critical to the treatment process, ensuring the health and safety of not just these individuals, but that of other youths and the staff as well. In essence, you are the eyes and ears of mental health staff, making referrals to mental health staff based on behavior you observe and document. In this course, you will learn about the reasons treatment is provided to youths with mental disorders, common types of treatment, and the responsibilities that come along with treatment. Interactive exercises and real-world examples provided throughout the course will help you apply the new information in your everyday work environment.

Course: Crisis Management and Positive Discipline With Juvenile Offenders
Length: 1 Week
Class Limit: 25
Overview: Youth workers often find themselves in situations that require them to manage dangerous or disruptive behavior. This course will teach you how to use conflict resolution techniques and a positive discipline system aimed at preventing problematic behaviors before they even start. You will also learn how to assess/identify youth behavior and key environmental factors, intervening in a safe and controlled manner. This interactive course mirrors the issues you have to deal with every day, and will help you to be more effective in preventing and intervening in crises in your work environment.

Course: Supervising Young Offenders
Length: 1 Week
Class Limit: 25
Overview: Some of the most challenging inmates correctional officers supervise will be young offenders —offenders in their early 20s or younger. This course is designed to help correctional officers understand how to supervise these individuals in the most effective way. Course highlights include supervising young offenders; interacting with young offenders; adolescent behavior and development; crisis prevention and intervention; and much more.
**Course: Juvenile Careworker**  
**Length:** 1 Week  
**Class Limit:** 25  
**Overview:** Juvenile Careworker provides you with the skills to lead troubled youths toward growth, maturity and responsibility. This course offers comprehensive overviews of the juvenile justice system, human development, treatment for juveniles and communication techniques. It contains realistic examples to reinforce what you’ve learned in the course. It also covers constitutional rights of juveniles, giving the best care through teamwork, and reality therapy and how you can use it to teach juveniles responsibility.

**Course: Behavior Management in Juvenile Facilities**  
**Length:** 1 Week  
**Class Limit:** 25  
**Overview:** Behavior Management is written for staff members who have daily contact with juveniles, such as caseworkers, counselors, teachers or administrators. It can be applied to all types of juvenile programs, including locked, secure staff, secure, non-secure and day treatment. This course will teach you the latest techniques for controlling and improving the behavior of the juveniles in your care.

**CORRECTIONAL PROGRAMS**

**The Road to Accreditation With ACA’s International Core Standards**

**Introduction:** The American Correctional Association’s *Road to Accreditation with the International Core Standards* is a comprehensive program dedicated to the thorough evaluation, revision and improvement of correctional operations worldwide. Created in 2010, *International Core Standards* is the 23rd manual of correctional standards published by ACA. These standards are designed to ensure that human rights are observed and protected, improve operational consistency, decrease litigation costs, increase staff morale, and serve as an assessment and comparison tool for facilities and agencies. This customizable training program will consist of an initial evaluation conducted by ACA staff in order to determine the starting point for each participating agency. This assessment will include an analysis of current policies and procedures, security operations, the provision of health care within the agency, and the administration of operations at both the agency and facility levels. Each agency or institution’s point of entry into the accreditation program will be determined by its compliance with the international core standards. Each level is outlined below:
Training on International Core Standards
Length: 2 Weeks (one classroom, one institutional)
Class Limit: 25
Overview: This training will consist of a basic orientation to the association, the accreditation process, and the international core standards. This two-week training will include an analysis of the current standards and ways in which each standard may be implemented and documented in everyday operations. The first week will consist of classroom training to introduce the fundamentals of the program. The second week will take place inside a correctional institution/facility to personally view and analyze all operational areas. Depending on the status of the institution, ACA will customize solutions in order to improve the function of the correctional agency or institution.

Policy and Procedure Analysis
Length: 1 Week
Class Limit: 25
Overview: Level two of the training will include an in-depth review and analysis of current agency policy and procedure and the extent to which these policies and procedures correlate to the requirements of the international core standards. Some policies and procedures may need to be revised to comply with the standards while others may need no such adjustment. This level will also include a detailed analysis of the standards and methods for collecting and packaging documentation to prove compliance with each.

Preparing for ACA Accreditation
Length: 1 Week
Class Limit: 25
Overview: The objective of this course is to provide intensive training on how to prepare for the ACA accreditation process. This will include collecting documentation, building files, and preparing the facility and staff for the audit. Documentation collected for accreditation will show the facility’s level of compliance with each of the international core standards and assist in determining where facility operations can be strengthened or revised.

Pre-Audit Review
Length: 1 Week
Class Limit: 25
Overview: The pre-audit review will serve as the final check for the agency before the official accreditation audit. This level will include a formal review of all accreditation files and any final adjustments to facility documentation or operations that might be necessary. It may also include the implementation of recommendations from certified ACA auditors or staff to ensure that the facility is able to not just meet, but well exceed the requirements of the standards. As the ACA process is designed to ensure continual evaluation and improvement, the use of recommendations may significantly better the facility or agency as a whole.
Accreditation Audit
Length: 1 Week
Class Limit: 25
Overview: The program culminates with the completion of the compliance audit. The audit will assess and score the facility’s level of compliance with the international core standards. It will be conducted by experienced ACA auditors who will tour the institution, speak with inmates and staff, and evaluate all files completed during the preparation process. At the conclusion of the audit, the auditors will present the facility with its score and create a detailed written report of their findings. The subsequent process will allow the agency/institution to create specific plans of action for addressing areas of non-compliance. Finally, agency/institution representatives will appear before the Commission on Accreditation for Corrections (the official accrediting body of ACA) for their final accreditation.

The Reaccreditation Process
Length: 1 Week
Class Limit: 25
Overview: The final level of the training occurs after the conclusion of the ACA audit and is focused on the reaccreditation process. While initial accreditation requires proof of compliance with the standards for one year, reaccreditation requires that the facility remain in compliance for the duration of the three-year cycle. Thus, it is important that facilities/agencies be aware of the requirements and necessary tactics to successfully achieve reaccreditation.

English/Training Program (in USA)
Length: 1 or 2 Years (length can also be customized to fit needs)
Class Limit: 25
Overview: This course is broken up into three sessions. First, the participants will attend a specialized English language school learning to read, write and speak English. Second, participants will attend classes at the ACA headquarters in the greater Washington, D.C., area. The classes will focus on operations of prisons and jails. The classes cover topics such as a criminal justice overview, security of prisons, prisoners management, leadership, emergency planning, crisis management, negotiation skills, managing dangerous prisoners, prisoner rehabilitation, correctional industries, programming and reentry into the community. Additional topics can be included in the training if they are of importance or interest. This will be an intensive training session that will prepare the participants for on-the-job training placement. The faculty for the program will be individuals who serve as senior leaders and experienced trainers within local, state, and federal correctional agencies. These sessions will be taught in English. The final phase of this course will be in the field. The prison officials will each be assigned to a different prison or jail facility during this phase. No two participants will be assigned to the same institution to ensure that they will practice the English language and interact with American correctional employees rather than each other. Multiple participants may be assigned to the same department or same state, but each will work in a different institution.
Residential Specialty Consultant
Length: 4 months-2 years
Overview: The American Correctional Association can send a corrections expert to work with you. We’ll help you to identify your needs — whether it’s leadership, security, treatment, accreditation or another area. We’ll create a plan and work with our experts to help you implement the plan on-site. Lengths may vary depending on your exact need.

Internships (in USA)
Length: 4 months-1 year
Overview: Join the American Correctional Association as an intern. Learn the standards and accreditation process firsthand. Participate in administering the certification and training programs. Find out how the American Correctional Association fits into the United States correctional system and how the American correctional system operates. Your internship can either be sponsored by your government/work organization or funded on your own.
All courses are offered for basic-, intermediate- and advanced-level staff.
All courses and programs can be customized to fit your staffing needs —including size, length and focus.
Completion of these trainings/programs will result in participants receiving a certificate from the American Correctional Association.

For additional information please contact:

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