

**ARIZONA DEPARTMENT OF CORRECTIONS
FY10 TRAINING PLAN**

July 1, 2009 – June 30, 2010

To meet minimum requirements as outlined in Department Order 509. Employees with inmate contact will take a combination of proficiency and developmental training totaling **40 hours** or more each calendar year. Employees with limited or no inmate contact take **16 or more hours** of proficiency and developmental training each calendar year. Staff graduating from the Correctional Officer Training Academy within the Training Year, are exempt.

MANDATORY / COMPETENCY TRAINING FY 2010												
Course Title	Hours	Correctional Series			Non Correctional Series							
		Officer	Sups	Grade 21+	Non Uniform	Med	Comm Corr	Invest	Phy Plant	Ed	Contract	Administrators & Supervisors
ADA Amendment Act ■	1		X	X								X
CARE □ (Bi-Annual)	7	X	X	X	X	X	X	X	X	X	X	X
CORE Competency Test	1	X	X	X			X		X			
Cultural Diversity ■	2	X	X	X	X	X	X	X	X	X	X	X
PACE ■	2		X	X								X
Inventory Loss Prevention	1	X	X	X	X	X	X	X	X	X		X
IT Security Awareness ■	1	X	X	X	X	X	X	X	X	X		
Work Hour Issues	1		X	X								X
DO 125: PREA	8	X	X	X	X	X	X	X	X	X	X	X
Preventing Staff Assaults Through Effective Inmate Management	4	X	X	X	X	X	X		X	X	X	X
Reality Check Defensive Driving ■□	4	Every Four Years										
Communicable Diseases ■	1	X	X	X	X	X	X	X	X	X	X	X
Self Defense	4	X	X				X		X	X	X	X
Preventing Sexual Harassment ■	1	X	X	X	X	X	X	X	X	X	X	X
Signs And Symptoms Of Mental Illness ■	1	X	X	X		X	X			X		X
Transportation And Restraints	2	X	X				X	X				
Use Of Force Review	1	X	X									
USERRA ■	1		X	X								X
Van Dynamics □	1	Dependent on job duties. Every Four years										
Weapons Recertification □	8	X	X	X				X				
Who Is Responsible	2	X	X	X	X	X	X	X	X	X	X	X
TOTAL	54	44	50	42	27	29	35	33	32	32	28	30

■ classes available on-line. □ proficiency

RECOMMENDED TRAINING		
Course Title		Hours
Taking Promotional Tests	For Officers, Supervisors, Community Corrections & Physical Plant Staff	1
Substance Abuse ■	All Staff	2

■ classes available on-line.

NEW EMPLOYEE ORIENTATION ALL STAFF FY10		
Required Core Training:		Hours
Correctional Officer Training Academy	For Officers, Supervisors & Grade 21+ Only	360
ADC Personnel Orientation		4
ADCOM Self-paced Modules 1 & 2		8
ADCOM Self-Paced Review Modules 1 & 2		8
Basic Security Procedures		2
Emergency Management Services: CPR/AED for the Professional Rescuer	For Inmate Health Staff Only	8
Incident Command System (ICS) 100, 700 & 800	On-Line FEMA classes	8
Inmate Manipulation		4
Inmate Supervision for New Employees		3
Reality Check Defensive Driving		4
Institutional Tour		2
Staff and Inmate Relationships		3
Van Dynamics		2
Working with Inmates		2
Emergency Preparedness Infectious Disease Outbreak		1
DO125 PREA	Within 60 days of hire	8
CARE	Within 60 days of hire	7

THE ARIZONA LEARNING CENTER (ONLINE)		
Course Title		Hours
Diversity		4
Preventing Inappropriate Behavior and Workplace Harassment		4
Standards of Conduct in the Public Sector		3
Welcome to State Government		4

PROFICIENCY TRAINING FY10: Correctional ADC Staff

Required CORA Training	Hours
CORE Competency - OJRT Required for officers w/ non-passing scores on CORE Comp. Testing	4
Designated Armed Response Team (DART) for Supervisors	2
Van Dynamics Refresher-(online) every 4 yrs	1
CO II Field Training (OJT Checklist)	80
CO III Field Training (OJT Checklist) Required once within 90-days of promotion	160
Sergeant's Field Training (OJT Checklist) Required once within 90-days of promotion	80
Lieutenant's Field Training (OJT Checklist) Required once within 90-days of promotion	160
Captain's Field Training (OJT Checklist) Required once within 90-days of promotion	160
Community Corrections Field Training (OJT Checklist) Required once within 90-days of promotion	160
SPECIALIZED ACADEMIES - Dependent on Job Duties	
Armorers' School	40
Chase Academy	40
Correctional Officer III Academy	40
Correctional Leadership Academy (CLA I)	40
Correctional Leadership Academy (CLA II)	40
TSU Academy	108
Urinalysis Equipment Operators' School	24
Physical Plant Academy	40

PROFICIENCY TRAINING FY10: INSPECTOR GENERAL BUREAU

ADC Investigators are required to match their in-house training to the Arizona Peace Officer Standards & Training Board requirements. Each employee shall meet the POST standard for annual Firearms re-certification and 8-hrs advanced training. The 8-hrs advanced training can be met by completion of post sponsored training activities approved by the employee's supervisor or courses provided by ADC approved by POST.

Required CORE Training	Hours
Incident Command System (ICS) 200, 275, 100, 300, 400, 700, On-Line FEMA Classes Required Once	43
National Response Plan (IS) 800 On-Line FEMA Class Required Once	3

PROFICIENCY TRAINING FY10: INMATE HEALTH BUREAU

Health staff with ADC is required to meet NCCH training requirements. NCCH training hours will be recorded in the HRIS training record.

Required CORE Training	Hours
Emergency Management Services: CPR/AED for the Professional Rescuer Staff with Inmate Contact & Supervisors	8

PROFICIENCY TRAINING FY10: COMMUNITY CORRECTIONS

Required CORA Training	Hours
Evidence Based Practices	Curriculum in final stages of development
Supervising Special Caseloads	Curriculum in final stages of development
Time Management/Case Management Techniques	Curriculum in final stages of development
Making Safe Effective Field Visits	Curriculum in final stages of development
Community Corrections OJT Checklist	160
Community Corrections Academy	80
Community Corrections Field Training (OJT Checklist)	160

PROFICIENCY TRAINING FY10: PHYSICAL PLANT

Required CORE Training	Hours
OSHA 30 Hour Training	30
• Introduction to OSHA	3
• Hazard Communication	2
• Walking and Working Surfaces	2
• Means of Egress and Fire Protection	2
• Hazardous Materials	2
• Lockout / Tagout	2
• Materials Handling	2
• Machine Guarding	2
• Welding, Cutting and Brazing	1
• Electrical & Safety-Related Work Practice	2
• Record Keeping	1
• Safety and Health Program Management	4
• Hand and Portable Powered Tools	2
• Personal Protective Equipment (PPE)	2
• Special Industries	1

LEADERSHIP / PROFESSIONAL DEVELOPMENT TRAINING FY09

Professional Development		
Course Title		Hours
7 Habits of Highly Effective People	Recommended Once - 1 Day Program	8
7 Habits of Highly Effective People	Recommended Once In Career- Signature Series - 3 Day Program	24
Pre-Promotional / Personal Development Program	Recommended	varies
Leadership		
The Arizona Learning Center – New Supervisor Academy ■	Required Once	40
Correctional Leadership Academy (CLA I)	For Supervisors and Grade 21+	40
Correctional Leadership Academy II (CLA II)	Required once for Correctional Staff dependent on job duties	40
Correctional Managers' Academy	Required once for all ADC Managers and Supervisors Grade 21+	100
Correctional Administrators' Academy	Required once for all ADC Administrators Grade 22+ CMA is a prerequisite for this	36
7 Habits of Highly Effective Managers ■	Recommended once for all ADC Managers and Supervisors	16
Leadership Challenge ■	*choose only one course-both courses include Assessment Profile	16
Executive Leadership: Certified Public Manager Program (via ASU)		
Recommended once for all ADC Managers. Employee responsible for program costs		
Executive Leadership: Institute for Public Executives (via ASU)		
Recommended once for all ADC Administrators Grade 22+. Employee responsible for program costs		
ACA: Professional Certification Program		
Recommended for all staff. Employee responsible for program costs		

■ class available online.