

State of Florida
Department of Corrections

2013

Master Training Plan



Overview

The Department of Corrections is committed to the idea and practice of continuous improvement. The Bureau of Staff Development and Training actively develops, delivers and evaluates training in pursuit of this principle. A majority of the 4,600 employees who responded to the *2012 Annual Training Requirements Assessment Survey* agreed that the training they received was rewarding and expressed an overall satisfaction with our efforts. However, the Bureau will endeavor to exceed staff expectations. Through improvement in our training processes and more efficient allocation of our resources we will focus on ways to increase the retention rate and provide opportunities for progression for each employee. We will accomplish these goals while continuing to promote a safe and secure environment through our training activities as acknowledged by approximately 65% of the total number of employees who responded to the survey.

The Bureau of Staff Development and Training is the designated authority for all departmental training pursuant to Procedure 209.101, "*Training Requirements*." The Bureau operates under the leadership of the Bureau Chief and direct support of the Assistant Bureau Chiefs, Human Resource Managers, Regional Training Managers, Research and Training Specialists and the Staff Development and Training Coordinators located throughout the state. Each professional possesses the qualifications, experience and desire to provide effective training to the entire workforce of the Department. The Bureau processes all training requests, coordinates curriculum development, and maintains the Department's electronic learning management system. In addition to these responsibilities, the Bureau operates the Region XVI Florida Corrections Academy and oversee expenditures invoiced to the Department's Criminal Justice Standards and Training Trust Fund from monies allocated to Region XVI.

The Bureau's operational structure is made up of four training regions in addition to Central Office. The location of Academy sites within each Training Region are identified on the map that appears on the following page.

Florida Department of Corrections Training Academy Locations

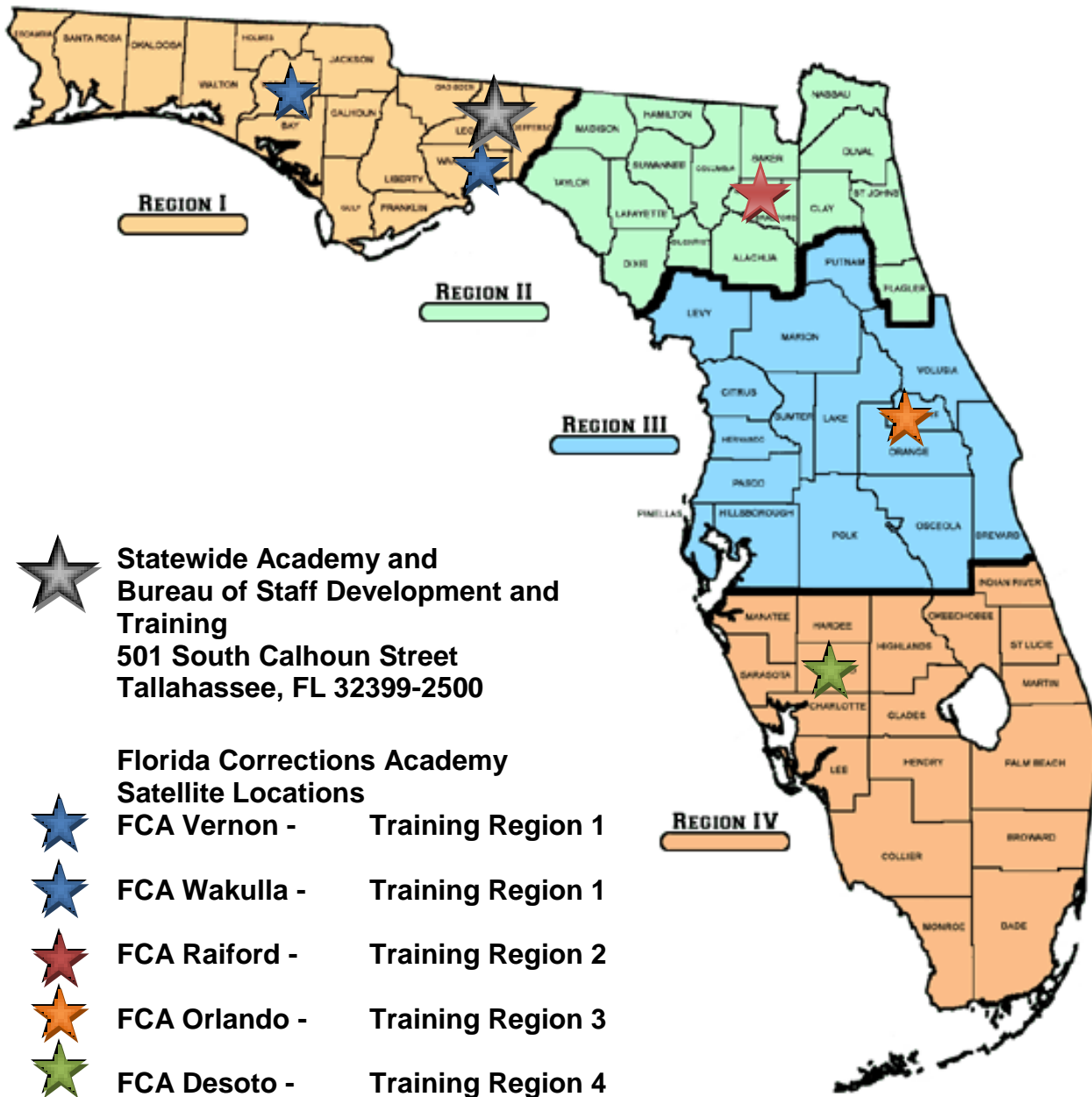


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American Correctional Association (ACA)

The American Correctional Association (ACA) and the Commission on Accreditation for Corrections (CAC) are private, non-profit organizations that administer the only national accreditation program for all components of adult and juvenile corrections programs. The purpose of these organizations is to promote improvement in the management of a voluntary accreditation program, and the ongoing development and revision of relevant and useful standards.

Under the Secretary's leadership, the Department maintains accreditation through the American Correctional Association for state operated correctional institutions, work release centers, and probation and parole field services.

Departmental requirements for training meet or exceed the training requirements mandated by the American Correctional Association standards.

The American Correction Association requires the Department to use the training resources of public and private agencies, private industry, colleges, universities, and libraries. The Department has purchasing agreements for training services with several colleges and vendors. Copies of these agreements are kept on file at the Department's central office.

The Department maintains ACA information on the agency's website at <http://dcweb/co/IG/aca/index.html>. Most current standards, a schedule of audits and other helpful material can be accessed at the site. Though the standards listed on the website include comments, it is important to note the Department is required to be in compliance with the standard as written, not the comments. **(See Appendix 1)**

For more detailed information on training requirements, refer to Procedures 209.001, "Training Requirements" and 209.301, "Firearms Training."

Program Evaluation

In order to determine the effectiveness of the training program and develop operational and strategic plans for the future, an annual evaluation of the training program is conducted. The evaluation process consists of examining course and instructor evaluations and the annual training requirements assessment survey. Each institution maintains an advisory committee composed of the institution's training coordinator and representatives from other institutional departments. The committee meets at least quarterly to review progress and resolve problems. A written report of these meetings is forwarded to the warden, regional director of institutions and the regional training manager. Regulatory guidelines and organizational mandates are also examined. The findings and recommendations of internal and external reviews are analyzed to identify and address training-related issues. Internal assessments consist of management reviews and unannounced security audits. External reviews include the findings and recommendations of ACA audits, the CJSTC, and the Office of Program Policy Analysis and Government Accountability reports. Findings are assessed with relation to the Department's goals to evaluate progress and accomplishments, determine the overall effectiveness of the training program, and to develop training strategies.

Assessment of Agency Training Needs

All Departmental training must be approved through the Bureau of Staff Development and Training. In order to assess job-related training needs and requirements, the Bureau currently:

- ❖ monitors regulatory authority training requirements, including Department policies, state and federal rules and statutes, and organizational mandates from the ACA and the CJSTC to ensure compliance;
- ❖ conducts needs assessments through various means including, but not limited to: review of Department reports, training assessment work groups, focus groups, questionnaires, observations and interviews;
- ❖ facilitates an annual examination of the need for mandatory training which includes regulatory training mandates and administrative training mandates;
- ❖ receives and reviews assessment results conducted by other divisions within the Department; and,
- ❖ identifies training needs through course and instructor evaluations, observations of work functions, interviews with field personnel and various other means.

Curriculum and Training Credit

Training curricula for the Department are based on learning objectives that are specific, measurable, attainable, realistic and time-sensitive (SMART). The content and instructional methods used during the training are consistent with recognized adult learning theory practices. Most courses are competency-based; **meaning that the course is considered completed when all learning objectives have been covered.** Training credits have been assigned to each course and are awarded to participants following their successful completion of all the learning objectives.

Each training region and Central Office has staff members available to manage, facilitate, and coordinate the delivery of training. Training delivery models include traditional classroom, on-the-job, computer-based, web-based, and interactive training.

The American Correctional Association requires the Department to ensure the availability of library and reference services along with adequate space and equipment for training and staff development programs. To meet this requirement, the Bureau maintains five academy satellite locations that provide classroom space, library and reference materials, training equipment, staff support, and the resources necessary to do the job. There are also dedicated training facilities located at major institutions and circuits across the state. Each training facility can accommodate audiovisual presentations and provide the appropriate equipment for the types of training conducted at the site.

Curriculum Development Requests

All lesson plans must be approved prior to instructing. Lesson plans located on the Bureau's webpage have gone through the approval process. To maintain consistency and validity of training throughout the state, lesson plans **cannot be modified or altered.** For assistance with developing a lesson plan or other training resources, please submit a "Curriculum Development Request," DC2-940 form pursuant to Procedure 209.101, "Training Requirements." Suggestions and comments regarding Department curricula may be forwarded to the Bureau of Staff Development and Training.

Training Credit for In-Service and Other Department Coordinated Training

Training credit will be based on course roster completion and does not require submission of requests for training credit. It is recorded in the Department's electronic learning management system called the Employee Training Records and Instruction Network (E-Train). E-Train is also used for course registration. Information on the use of E-Train may be found on the Bureau's internet webpage.

External Training Credit Requests

To record credit for training completed outside of the Department refer to Procedure 209.101, "Training Requirements".

New Employee Orientation And Officer Basic Recruit Training

New Employee Orientation Training:

- ❖ Orientation training is designed to familiarize new employees with the history, philosophy, structure, mission of the agency, and its relationship with other criminal justice agencies. Policy and procedures, regulatory requirements, and an overview of the correctional field are included along with other pertinent information deemed necessary for new staff to fulfill the duties of their position.
- ❖ Pursuant to Procedure 209.101, "Training Requirements," new employee orientation training requirements are established for all employees of the Department, volunteers, and other staff employed by a private entity under contract with the Department.
- ❖ New employee orientation training requirements for Contract Staff will be provided on disk and made available by the Bureau of Staff Development and Training.

Officer Basic Recruit Training:

- ❖ Basic recruit training for correctional officers and correctional probation officers is offered through CJSTC certified training schools. The CJSTC certification of all officers is tracked in the Florida Department of Law Enforcement's Automated Training Management System (ATMS) database. Employee questions regarding CJSTC certification should be directed to the assigned staff development training consultant.
- ❖ Correctional officers and correctional probation officers that successfully complete Defensive Tactics training during basic recruit training will not be required to take Defensive Tactics during their mandatory in-service training for that training year. Defensive Tactics training will occur twelve (12) months after completion of basic recruit training and every 12th month thereafter.
- ❖ Correctional officers that successfully complete Firearms Training and Qualification during basic recruit training will not be required to retake Firearms annual qualification during their mandatory in-service training for that training year. Firearms annual qualification training will occur twelve (12) months after completion of basic recruit training and every 12th month thereafter.

Professional Development Training

The Bureau of Staff Development and Training offers a variety of training events for professional development.

Advanced Training

Commission-approved advanced training program courses enhance an officer's knowledge, skills, and abilities for the job the officer performs. Each course covers one major topic and must be at least 40 hours in length. Examples of advanced training courses are "Community and Human Relations," "Case Preparation and Court Presentation," "Firefighting for Correctional Officers," and "Supervision of the Youthful Offender."

Specialized Training

Commission-approved specialized training program courses are job relevant and focus on instructional quality and specific training needed at the local level. These courses may be used to satisfy mandatory retraining requirements. Each course uses Commission-approved objectives and must be a minimum of four (4) hours in length. Examples of specialized training courses are "Locksmith", "Special Teams", and "Instructor".

Career Development Training

Commission-approved career development training program courses for certified officers are designed to prepare an officer for promotion to higher rank or position. Each course covers one subject and must be at least 40 hours in length. The Department, local training centers, and the National Institute of Corrections (NIC) are all providers of selective courses.

Refer to Procedure 209.101, "Training Requirements" for participation in professional development training courses.

Professional Meetings, Seminars, and Conferences

Refer to Procedure 209.001, "Participation in Major Conferences and Single Office Conferences" for attendance guidelines to participate in professional development training courses.

Training Credit Requirements

Training credit requirements are established for all employees of the Department, volunteers, and other staff employed by a private entity under contract to the Department. As established by the Bureau's evaluation of the curriculum, training credit is a value based on the number of competencies expected to be learned within one hour of time. Credits are awarded for completion of a training course.

1. **Administrative and managerial staff** shall receive 40 training credits in addition to orientation training during their first year of employment and 40 training credits each year thereafter. This should include, at a minimum the following areas: supervisory skills, general management; labor law; employee-management relations; relationships with other service agencies, and evidence based practices for effective inmate and offender intervention.
2. **All new correctional officers** must complete training that at a minimum covers the following areas:
 - a. security and safety procedures
 - b. emergency and fire procedures
 - c. supervision of inmates
 - d. suicide intervention/prevention
 - e. use of force
 - f. inmate rights
 - g. safety procedures
 - h. key control
 - i. interpersonal relations
 - j. communication skills
 - k. standards of conduct
 - l. cultural awareness
 - m. sexual abuse/assault intervention
 - n. code of ethics
3. **All correctional officers** shall receive at least 40 annual training credits. This training shall include at a minimum the following areas:
 - a. standards of conduct/ethics
 - b. security/safety/fire/medical/emergency procedures
 - c. supervision of inmates including training on sexual abuse and assault
 - d. use of force
4. **All new correctional probation officers** must complete training that at a minimum covers the following areas:
 - a. Caseload management
 - b. Interpersonal skills
 - c. Management information systems
 - d. Investigations
 - e. Legal topics
 - f. Probation supervision
 - g. First Aid
 - h. Defensive tactics
 - i. Firearm familiarization

5. **All correctional probation officers** shall receive at least 40 annual training credits. This training shall include at a minimum the following areas:
 - a. Chemical Agents
 - b. Defensive Tactics
 - c. Emergency Topics for Community Corrections
 - d. First Aid Basics
 - e. Legal Topics
 - f. Offender Relations
 - g. Public Records
 - h. Use of Force

6. **Professional Certification and Licensure Requirements:** All Department employees who are required by law to possess an active professional license or certificate in order to perform the duties and responsibilities included in their position description are responsible for keeping the license or certificate active as described in Procedure 209.101, "Training Requirements."

7. **Firearms, Chemical Agents, Defensive Tactics and Restraint Devices Training:** All training governing the use of firearms, chemical agents, defensive tactics, and restraint devices for correctional officers, correctional officer inspectors, correctional probation officers, law Enforcement officers and other staff designated by the Secretary to carry or use a firearm while on duty will be in accordance with Procedure 209.301, "Firearms Training" and Commission on Accreditation for Corrections

8. **Training Requests and Assignments:** To ensure compliance with all training requirements, training will be requested or assigned in accordance with Procedure 209.101, "Training Requirements."

9. **Training Attendance, Performance and Conduct:** All employees will comply with Procedure 209.101, "Training Requirements" relating to attendance, performance, and conduct while participating in approved training.

10. **Contracting for Training Services:** When training resources are not available within the Department, contractual training services may be solicited in accordance with Procedure 209.101, "Training Requirements" based on funding availability.

Training Credit Requirements

CATEGORY	TYPICAL POSITION TITLES	BASIC RECRUIT ACADEMY	NEW EMPLOYEE ORIENTATION	2012/2013 IN-SERVICE TRAINING HOURS
Institutional Non-Certified Staff	Clerical, Support, Programs, Classification, Maintenance, Assistant Wardens (not maintaining certification) and Wardens (not maintaining certification)	N/A	40	40
Institutional Certified and Auxiliary Officers	Correctional Officers, Sergeants, Lieutenants, Captains, Majors, Colonels, Assistant Wardens (maintaining Certification), Wardens (maintaining certification), and all other staff maintaining certification	As established by CJSTC	40	40
Community Corrections Non-Certified Managers and Supervisors	Supervisors Administrators (not maintaining certification)	N/A	40	40
Community Corrections Non-Certified Support and Clerical with minimal contact with offenders	Clerical Support	N/A	40	22
Community Corrections Non-Certified Support & Clerical with more than minimal contact with offenders	Clerical Support	N/A	40	40
Community Corrections Certified and Auxiliary Officers	CPO, CPSO, CPS, CPSS, All other staff maintaining CPO auxiliary certification	As established by CJSTC	40	40
Inspector General's Office (All Certified Officers and Law Enforcement Auxiliary)	Certified staff assigned to the Inspector General's Office	Academy hours are specific to the certification each Inspector holds.	40	40
Central and Regional Office Non-Certified Staff	Clerical, Support Professional, Bureau Chiefs, Directors, Secretary, Personnel	N/A	40	40
Institutional Health Services Staff	All health services professional staff assigned to an institution	N/A	40	40
Health Services Staff Serving in Central or Regional Offices	All health services professional staff assigned to Central or Regional offices.	N/A	40	40

[NOTE: New employees' first year of in-service training can be prorated as shown below.]

Date of Hire	Minimum hours of required topics	All new employees must complete the required topics below
July 1 st – September 30 th	40 hours	<ul style="list-style-type: none"> • Legal Topics • Emergency Topics • Information Security Awareness • Re-Entry
October 1 st – December 31 st	30 hours	
January 1 st – March 31 st	20 hours	
April 1 st – June 30 th	10 hours	

Firearms Training Requirements

JULY 1, 2012 - JUNE 30, 2013

ANNUAL QUALIFICATION	CO	CPO	LEO
Required for all officers for firearms they are authorized to use during the performance of their professional duties.			
Annual Training / Qualification – REVOLVER * For those officers authorized to use a revolver.	YES	*	NO
Annual Training / Qualification –PISTOL * For those officers authorized to use a pistol.	YES	*	YES
Annual Training / Qualification – SHOTGUN	YES	NO	YES
Initial Training / Qualification – RIFLE * Only for those officers required to use the Model 700.	NO	NO	NO
Initial Training / Qualification – AR-15 * Only for those officers required to use the AR-15.	*	NO	NO
TRANSITION TRAINING & QUALIFICATION (NEW FIREARM) –	CO	CPO	LEO
CO and LEO - Successful completion of the training and qualification requirements for firearms being added for use in the performance of their professional duties. CPO - Successful completion of the training and qualification requirements for replacing the firearm currently authorized for use in the performance of their professional duties.			
Transition Training / Qualification – REVOLVER * For those officers currently authorized to use a Pistol.	YES	*	N/A
Transition Training / Qualification –PISTOL * For those officers currently authorized to use a revolver.	YES	*	YES
Transition Training / Qualification – SHOTGUN	YES	NO	NO
Transition Training / Qualification – RIFLE * Only for those officers required to use the Model 700.	*	NO	NO
Transition Training / Qualification – AR-15 * Only for those officers required to use the AR-15.	*	NO	YES
PRE-QUALIFICATION TRAINING (OPTIONAL)	CO	CPO	LEO
Training, offered prior to annual qualification which is available to all officers for firearms they are currently certified to use.	YES	YES	YES
PRE-QUALIFICATION TRAINING (MANDATORY)	CO	CPO	LEO
Every officer who received remedial firearms training during their last qualification <u>must</u> complete this training for each firearm they were required to remediate.	YES	YES	YES
REMEDIAL TRAINING / QUALIFICATION	CO	CPO	LEO
Mandatory for all officers who fail their first attempt to complete annual qualification.	YES	YES	YES

NOTE: If an employee's ETRAIN Profile reflects they are to qualify annually on a Revolver and a Pistol the employee is only required to qualify with the weapon for their current position. (Please see page [31](#) for further details.)

Firearms instructors must qualify with each firearm they are certified to instruct.

CJSTC Officer Mandatory Retraining Matrix

Officers Must Complete 40-Hours Every 4-Years to Maintain Certification

(Reported no later than June 30 of the expiring year)

[CJSTC Retraining Matrix Link](#)

Specified Training Requirement	Authority	Officer training requirements to be completed every 4-years	Law Enforcement Officer Firearms Qualification Standard Complete and report every 2 years starting July 1, 2006	Dart-Firing Stun Gun To be completed annually (Officer Compliance NOT reported to the CJSTC)
Human Diversity Interpersonal Skills (LE, CO, CPO)	s.943.1716, F.S. 11B-27.00212 (5)(b), F.A.C.	There is no specified curriculum or course hour requirement. LE officers who complete the Discriminatory Profiling continuing training pursuant to s. 943.1758, F.S. may satisfy this requirement upon approval of the agency head. CJSTC Rules establish that certified officers who instruct human diversity training may substitute completion or instruction of this training to satisfy the officer's continuing training requirement.		
Officer Use-of-Force Training (LE, CO, CPO)	11B-27.00212(13), F.A.C.	1) Scenario-based Firearms Training, 2) Physiological Response Dynamics Training, 3) Less-lethal force options available within the agency, 4) Agency policies on Use-of Force training, 5) Legal aspects regarding Use-of-Force training. (LE & CO must comply with 1-5 above) (CPO must comply with 2-5 above)		
Dart-Firing Stun Gun (LE, CO, CPO)	s. 943.1717, F.S.			Any Officer authorized to carry a dart-firing stun gun shall complete the CJSTC 8-hour training or equivalent AND annually 1-hour of training
Firearms Qualification Standard (LE only)	11B-27.00212(14), F.A.C.		Demonstrate competency skills on the required firearms qualification standard form CJSTC-86A. Competency must be demonstrated before a CJSTC certified firearms instructor.	
Domestic Violence (LE only)	s. 943.1701, F.S. 11B-27.00212(5)(a), F.A.C.	Training shall meet the 14 points stated in Florida Statutes. There is no specified hour requirement. CJSTC Rules establish that certified law enforcement officers who instruct domestic violence training may substitute completion or instruction of this training to satisfy the officer's continuing training requirement.		

Specified Training Requirement	Authority	Officer training requirements to be completed every 4-years	Law Enforcement Officer Firearms Qualification Standard Complete and report every 2 years starting July 1, 2006	Dart-Firing Stun Gun To be completed annually (Officer Compliance NOT reported to the CJSTC)
Juvenile Sexual Offender Investigation (LE only)	s. 943.17295, F.S.	<p>There is no specified curriculum or course hour requirement.</p> <p>CJSTC Rules establish that certified law enforcement officers who instruct Juvenile Sexual Offender Investigation training may substitute completion or instruction of this training to satisfy the officer's continuing training requirement.</p>		
Discriminatory Profiling and Professional Traffic Stops (LE only)	s.943.1758, F.S. 11B-35.007(4)(b), F.A.C., 11B-27.00212(5)(d), F.A.C.	<p>There is no specified curriculum or course hour requirement.</p> <p>An LE officer's continuing education in the area of Human Diversity shall include training on high-risk and critical tasks that include stops, use of force and domination, and other areas of interaction between officers and members of diverse populations.</p> <p>CJSTC Rules establish that certified law enforcement officers who instruct Discriminatory Profiling and Professional Traffic Stops training may substitute completion or instruction of this training to satisfy the officer's continuing training requirement.</p>		
Elder Abuse Investigation Training (LE only) One time requirement to be completed by June 30, 2011. DOES NOT need to be repeated every four years.	s. 943.17296, F.S. 11B-27.00212(15), F.A.C.	<p>LE officers must successfully complete training on identifying and investigating elder abuse and neglect as a part of the basic recruit training or continuing education before June 30, 2011. Commission-approved courses to satisfy this requirement include:</p> <ul style="list-style-type: none"> •CMS Law Enforcement Basic Recruit Training Program number 224 •Florida CMS Law Enforcement Basic Recruit Training Program number 1177 •Traditional Correctional Cross-Over to CMS Law Enforcement Program number 1143 •Correctional Officer Cross-Over to Florida CMS Law Enforcement Program number 1178 •Traditional Correctional Probation Cross-Over to CMS Law Enforcement Program number 1157 •Correctional Probation Officer Cross-Over to Florida CMS Law Enforcement Program number 1179 •CMS Law Enforcement Auxiliary Officer Program number 1180 •Crimes Against the Elderly advanced training course number 100 •Elder Abuse Investigations Specialized Training 1185 •Elder Abuse Training for Law Enforcement by the Dept. of Elder Affairs •Stop Violence Against Elders distance learning course/Jacksonville S.O. •DOJ/Office of Violence Against Women's (OVW's) Abuse in Later Life Program Trainer the Trainer Course 		
WMD/ICS (LE only)	WMD is no longer a CJSTC continuing education requirement. Officers should continue to comply with the federal Domestic Security requirements of FEMA & NIMS.			

New Employee Orientation

New Employee Orientation Institutions and Work Release Centers Certified and Non-Certified

Course	Topics
<p>New Employee Orientation for Institutions and Work Release Centers :</p> <ul style="list-style-type: none"> • Certified Officers • Non-certified Staff <p>40 Training Credits</p>	<p>Legal Overview</p> <ul style="list-style-type: none"> • Equal Employment Opportunity Act • Sexual Harassment • “Whistle-blower’s Act” • Hostile Work Environment • Violence in the Workplace • Ethics • Code of Conduct • Health Insurance Portability & Accountability Act • Prison Rape Elimination Act • Public Records Law • Right to Know • Inappropriate Inmate Behavior including Sexual Misconduct
	<p>Health Issues</p> <ul style="list-style-type: none"> • Methicillin-resistant Staphylococcus Aureus (MRSA) • Blood borne Pathogens • Standard Precautions/HIV/Personal Protection Equipment (PPE) • TB/Respiratory Protection • Suicide and Self-Injury Prevention and Intervention • Employee Assistance Program (EAP)
	<p>Re-Entry Introduction</p>
	<p>Information Security and Use of Computers</p>
	<p>Unauthorized Cell Phone and Electronic Device Use</p>
	<p>Emergency Preparedness</p> <ul style="list-style-type: none"> • Emergency Preparedness • Use of Fire Extinguishers • Family Emergency Preparedness Plan • Essential Staff
	<p>Inmate Relations</p> <ul style="list-style-type: none"> • Inappropriate Inmate Relations/Inmate Manipulation and Contraband • Inmate Discipline • Inmate Grievance • Supervising Inmates • Inappropriate Inmate Behavior including Sexual Misconduct
	<p>Count Procedures</p>
	<p>Domestic Violence: Awareness and Action</p>
	<p>Crime and the Victim</p>
	<p>Personnel Checklist (Use Form DC2-810B)</p>

**New Employee Orientation
Community Corrections
Certified and Non-Certified**

Course	Topics
<p>New Employee Orientation for Community Corrections:</p> <ul style="list-style-type: none"> • Certified Officers • Non-Certified Staff <p>40 Training Credits</p>	<p>Legal Overview</p> <ul style="list-style-type: none"> • Equal Employment Opportunity Act • Sexual Harassment • “Whistle-blower’s Act” • Hostile Work Environment • Violence in the Workplace • Ethics • Code of Conduct • Health Insurance Portability & Accountability Act • Prison Rape Elimination Act • Public Records Law • Right to Know • Inappropriate Offender Behavior including Sexual Misconduct
	<p>Health Issues</p> <ul style="list-style-type: none"> • Methicillin-resistant Staphylococcus Aureus (MRSA) • Blood borne Pathogens • Standard Precautions/HIV/Personal Protection Equipment (PPE) • TB/Respiratory Protection • Suicide and Self-Injury Prevention and Intervention • Employee Assistance Program (EAP)
	<p>Re-Entry Introduction</p>
	<p>Information Security and Use of Computers</p>
	<p>Unauthorized Cell Phone and Electronic Device Use</p>
	<p>Emergency Preparedness for Community Corrections</p> <ul style="list-style-type: none"> • Emergency Preparedness • Use of Fire Extinguishers • Family Emergency Preparedness Plan • Essential Staff
	<p>Offender Relations</p> <ul style="list-style-type: none"> • Inappropriate Offender Relations • Offender Grievance • Plans for Individualized Supervision • Offender Records
	<p>Community Relations</p> <ul style="list-style-type: none"> • Community Orientation • Citizen Complaints • Community Policing Partnerships • Victims Assistance
	<p>Domestic Violence: Awareness and Action</p>
	<p>Impact of Crime on Victims</p>
	<p>Personnel Checklist (Use Form DC2-810B)</p>

New Employee Orientation Central and Regional Office Staff

Course	Topics
<p>New Employee Orientation for Support Services Staff:</p> <ul style="list-style-type: none"> • Central Office Staff • Regional Office Staff • Other Staff assigned to locations not participating in the accreditation process <p>40 Training Credits</p>	<p>Legal Overview</p> <ul style="list-style-type: none"> • Equal Employment Opportunity Act • Sexual Harassment • “Whistle-blower’s Act” • Hostile Work Environment • Violence in the Workplace • Ethics • Code of Conduct • Health Insurance Portability & Accountability Act • Prison Rape Elimination Act • Public Records Law • Right to Know • Inappropriate Inmate Behavior including Sexual Misconduct
	<p>Health Issues</p> <ul style="list-style-type: none"> • Methicillin-resistant Staphylococcus Aureus (MRSA) • Blood borne Pathogens • Standard Precautions/HIV/Personal Protection Equipment (PPE) • TB/Respiratory Protection • Suicide and Self-Injury Prevention and Intervention • Employee Assistance Program (EAP)
	<p>Re-Entry Introduction</p>
	<p>Information Security and Use of Computers</p>
	<p>Unauthorized Cell Phone and Electronic Device Use</p>
	<p>Emergency Preparedness</p> <ul style="list-style-type: none"> • Emergency Preparedness • Use of Fire Extinguishers • Family Emergency Preparedness Plan • Essential Staff
	<p>Inmate Relations</p> <ul style="list-style-type: none"> • Inappropriate Inmate Relations/Inmate Manipulation and Contraband • Inmate Discipline • Inmate Grievance • Supervising Inmates • Inappropriate Inmate Behavior including Sexual Misconduct
	<p>Offender Relations</p> <ul style="list-style-type: none"> • Inappropriate Offender Relations • Offender Grievance • Plans for Individualized Supervision • Offender Records
	<p>Domestic Violence: Awareness and Action</p>
	<p>Crime and the Victim</p>
	<p>Personnel Checklist (Use Form DC2-810B)</p>

New Employee Orientation Contract Staff

Course	Topics
New Employee Orientation for Contract Staff 40 Training Credits	Legal Overview <ul style="list-style-type: none"> • Equal Employment Opportunity Act • Sexual Harassment • “Whistle-blower’s Act” • Hostile Work Environment • Violence in the Workplace • Ethics • Code of Conduct • Health Insurance Portability & Accountability Act • Prison Rape Elimination Act • Public Records Law • Right to Know • Inappropriate Inmate Behavior including Sexual Misconduct
	Health Issues <ul style="list-style-type: none"> • Methicillin-resistant Staphylococcus Aureus (MRSA) • Blood borne Pathogens • Standard Precautions/HIV/Personal Protection Equipment (PPE) • TB/Respiratory Protection • Suicide and Self-Injury Prevention and Intervention • Employee Assistance Program (EAP)
	Re-Entry Introduction
	Information Security and Use of Computers
	Unauthorized Cell Phone and Electronic Device Use
	Emergency Preparedness <ul style="list-style-type: none"> • Emergency Preparedness • Use of Fire Extinguishers • Family Emergency Preparedness Plan • Essential Staff
	Inmate Relations <ul style="list-style-type: none"> • Inappropriate Inmate Relations/Inmate Manipulation and Contraband • Inmate Discipline • Inmate Grievance • Supervising Inmates • Inappropriate Inmate Behavior including Sexual Misconduct
	Crime and the Victim
	Personnel Checklist (Use Form DC2-810B)

In-Service Training Blocks

The Department's training year runs concurrent with the State's Fiscal Year: July 1 to June 30. The Master Training Plan is prepared annually and identifies the new employee orientation learning modules and required in-service training topics for staff assigned to each major work area within the Agency. These work areas include, Community Corrections, Health Services, Inspector General's Office, Institutions, and the Regional and Central Offices.

- 1) **Community Corrections** – topics approved by the Assistant Secretary of Community Corrections
- 2) **Health Services** – topics approved by the Assistant Secretary of Health Services
- 3) **Inspector General's Office** – topics approved by the Inspector General
- 4) **Institutions** – topics approved by the Assistant Secretary of Institutions and Re-Entry
- 5) **Regional or Central Offices** – topics approved by the Deputy Assistant Secretary

NOTE: In-service Defensive Tactics, First Aid, and Firearms training must be conducted in certified classrooms and ranges.

Contract Staff Training Requirements

The Florida Department of Corrections requires that all training of contractor staff comply with the terms of the contract between the Department and the Vendor. For questions on the specific terms regarding training requirements in a vendor contract, please contact the Department's contract manager responsible for the contract. If you are unable to identify the applicable contract manager, you can contact the Bureau of Procurement and Supply at (850) 717-3700 for assistance.

If the contract requires the contractor staff to receive annual training as required by the Department's Bureau of Staff Development, the contractor staff training requirements will be the same as a Department employee in an equitable class and location. Some examples are:

CATEGORY	EXAMPLES OF POSITION TITLES	2013 IN SERVICE TRAINING MODULES
Institutional Non-Certified Staff	Clerical Support, Programs, Classification Maintenance	40
Central and Regional Office Staff	Clerical Support, Professional	40
Health Services Staff Serving in an Institution	All health services professional and assigned to an institution	40
Health Services Staff Serving in Central or Regional Offices	All health services professional staff assigned to Central or Regional Offices	40

**Florida Department of Corrections
2012-2013 Mandatory In-Service Training Topics
Institutional Certified / Auxiliary Staff**

Correctional Officers, Sergeants, Lieutenants, Captains, Majors, Colonels, Assistant Wardens (maintaining certification), Wardens (maintaining certification), and Auxiliary Status Correctional Officers.			
Authority	Topic	Credits	Delivery
33-602.210, 602.003, ACA 4-4092	Chemical Agents	1	Classroom Only
209.101 (5)	Beyond Survival: Making a Commitment to Safety and a Winning Mindset	3	Classroom Only
209.101 (5)	Crime and the Victim	2	*
209.101 (5)	STOP: Verbal and Non-verbal Components of De-escalating Anger and Aggression	3	Classroom Only
33-602.210, ACA 4-4084, ACA 4-4090, ACA 4-4092, 944.35, F.S.	Defensive Tactics – LEO/CO	6	PT Classroom
ACA 4-4084, ACA 4-4084-1, ACA 4-4220, 602.009	Emergency Topics (Levels 1, 2, or 3) Level 1: Correctional Officers, Sergeants, and Auxiliary Status Correctional Officers Level 2: Lieutenants and Captains Level 3: Majors, Colonels, Assistant Wardens, and Wardens	2	*
209.301, ACA 4-4091	Firearms: Revolver – Annual Qualification	2	Range
209.301, ACA 4-4091	Firearms: Shotgun – Annual Qualification	1	Range
ACA 4-4389	First Aid for the Community & Workplace	2	Classroom Only
208.041 (2)	Domestic Violence : Awareness and Action	3	Classroom Only
ACA 4-4389, ACA 4-4373, 404.001, OSHA 29CFR 1910.1030, 102.006, CMA Audit Findings & Recommendations, HSB15.03.43, OHS Infection Manual	Health Topics [Includes: MRSA, Suicide & Self Injury Prevention and Intervention, Standard Precautions/HIV/Personal Protection Equipment (PPE)]	2	*
206.007	Information Security Awareness Training	1	*
ACA 4-4084, 33-208.002, 602.018, 33-103.003	Inmate Relations Topics [Includes: Inappropriate Inmate Relations / Inmate Manipulation & Contraband, Inmate Discipline, Inmate Grievance Refresher, Inappropriate Inmate Behavior including Sexual Misconduct]	3	Classroom Only
OSHA 29 CFR 1910.1200, Gov. Exec Order 07-01, 102.004, 102.006, ACA 4-4084	Legal Topics [Includes: EEO, Right to Know, Ethics, Public Records Law, PREA, HIPAA, Inappropriate Inmate Behavior including Sexual Misconduct, Violence in the Workplace]	2	*
602.030 602.024	Outside Escort	3	Classroom Only
Secretary's Office	Re-Entry	2	*
33-602.210, F.A.C., 209.301, ACA4-4090, 11B-27.00212(13), F.A.C.	Use of Force Topics	3	*
Total Training Credits		41	

* Delivery method of courses is classroom or online unless noted otherwise.

Employees that have not taken **Visitation Security and Drug Identification – Initial** must take the initial course and are **exempt** from the annual course. Due to the limitations of ETRAIN the exempt course will be reflected as **not registered** on the employee's ETRAIN Profile; however, as long as the initial course is listed as completed the requirement is met.

**Florida Department of Corrections
2012-2013 Mandatory In-Service Training Topics
Institutional Non-Certified Staff**

Support, Clerical, Administrative, Professional Specialists, Chaplains, Teachers, Classification Officers, and Department Heads.			
Authority	Topic	Credits	Delivery
102.006	Advanced HIPAA	1	*
602.008, SA0068	Basic Report Writing	2	*
209.101 (5)	Beyond Survival: Making a Commitment to Safety and a Winning Mindset	3	Classroom Only
33-602.210, 602.003, ACA 4-4092	Chemical Agents	1	*
209.101 (5)	Crime and the Victim	2	*
ACA 4-4220, 602.009	Emergency Topics (Levels 1 or 3) Level 1: Non-Certified Staff Level 3: Assistant Wardens and Wardens	2	*
602.016	Entrance and Exit from Institutions	4	*
ACA 4-4389	First Aid for the Community & Workplace	2	Classroom Only
208.041 (2)	Domestic Violence: Awareness and Action	3	Classroom Only
ACA 4-4389, ACA 4-4373, 404.001, OSHA 29CFR 1910.1030, 102.006, CMA Audit Findings & Recommendations, HSB15.03.43, OHS Infection Manual	Health Topics [Includes: MRSA, Suicide & Self Injury Prevention and Intervention, Standard Precautions/HIV/Personal Protection Equipment (PPE)]	2	*
206.007	Information Security Awareness Training	1	*
33-208.002, 602.018, 33-103.003	Inmate Relations Topics [Includes: Inappropriate Inmate Relations / Inmate Manipulation & Contraband, Inmate Discipline, Inmate Grievance Refresher, Inappropriate Inmate Behavior including Sexual Misconduct]	3	Classroom Only
OSHA 29 CFR 1910.1200, Gov. Exec Order 01-07, 102.004, 102.006	Legal Topics [Includes: EEO, Right to Know, Ethics, Public Records Law, PREA, HIPAA, Inappropriate Inmate Behavior including Sexual Misconduct, Violence in the Workplace]	2	*
209.101 (5)	STOP: Verbal and Non-verbal Components of De-escalating Anger and Aggression	3	Classroom Only
601.201	Recognizing Security Threat Groups	3	*
Secretary's Office	Re-Entry	2	*
602.037	Tool and Sensitive Item Control	1	*
602.016	Unauthorized Cell Phone & Electronic Device Use	1	*
33-602.210, F.A.C., 209.301, ACA4-4090, 11B-27.00212(13), F.A.C.	Use of Force Topics	3	*
Total Training Credits		41	

* Delivery method of courses is classroom or online unless noted otherwise.

**Florida Department of Corrections
2012 – 2013 Mandatory In-Service Training Topics
Inspector General’s Office and/or Law Enforcement Officers**

All certified Law Enforcement Officers, Correctional Officers, and/or Correctional Probation Officers employed under the Office of the Inspector General.			
Authority	Topic	Credits	Delivery
33-602.210, 602.003, ACA 4-4092	Chemical Agents	1	*
209.101 (5)	Beyond Survival: Making a Commitment to Safety and a Winning Mindset	3	Classroom Only
209.101 (5)	STOP: Verbal and Non-verbal Components of De-escalating Anger and Aggression	3	Classroom Only
33-602.210, ACA 4-4084, ACA4-4090, ACA 4-4092, 11B-27.00212 (13) & (14)	Defensive Tactics – LEO/CO	6	PT Classroom
ACA 4-4389	First Aid for the Community & Workplace	2	Classroom Only
209.301, ACA 4-4091, 11B-27.00212 (13) & (14)	Firearms Pistol – Annual Qualification	2	Range
208.041 (2)	Domestic Violence: Awareness and Action	3	Classroom Only
Inspector General	Photo Line Up read and Sign	1	*
Inspector General’s Office	Electives	17	*
33-602.210, F.A.C., 209.301, ACA4-4090, 11B-27.00212(13), F.A.C.	Use of Force Topics	3	*
Total Training Credits		41	with one firearm qual.

*Delivery method of courses is classroom or online unless noted otherwise.

*CPR renewal is every two years. Please check your status to see if needed each year.

If not LEO certified CO or CPO must take inmate Relations or Offender Relations as an elective

**Florida Department of Corrections
2012-2013 Mandatory In-Service Training Topics
Community Corrections Certified / Auxiliary Staff**

Correctional Probation Officers, Corrections Probation Specialist, Correctional Probation Supervisor, Corrections Probation Deputy Circuit Administrator, Correctional Probation Circuit Administrator, and Auxiliary Correctional Probation Officers.			
Authority	Topic	Credits	Delivery
102.006	Advanced HIPAA	1	*
209.101 (5)	Beyond Survival: Making a Commitment to Safety and a Winning Mindset	3	Classroom Only
33-602.210, 602.003, ACA 4-4092	Chemical Agents	1	*
33-602, 602.002, 602.003, 209.301, ACA 3-3087, ACA 3-3175	Defensive Tactics - CPO	6	PT Classroom
209.101 (5)	Impact of Crime on Victims	3	*
ACA 4-4084, 4-4084-1, ACA 4-4220, 602.009, 4-APPFS-3F-02	Emergency Topics for Community Corrections	4	*
ACA3-3087, 33-302.104, 209.301, ACA 3-3088, ACA 3-3089, ACA 3-3092	Firearms: .38 Revolver – Qual. /Requal. – MT2700 <i>(only for those electing/authorized to carry a firearm)</i> OR Firearms: Pistol – Qual. /Requal. – MT2800 <i>(only for those electing/authorized to carry a firearm)</i>	* 2 *	Range
ACA 4-4389	First Aid Basics	2	*
208.041 (2)	Domestic Violence: Awareness and Action	3	Classroom Only
ACA 4-4389, ACA 4-4373, 404.001, OSHA 29CFR 1910.1030, 102.006, CMA Audit Findings & Recommendations, HSB15.03.43, OHS Infection Manual	Health Topics [Includes: MRSA, Suicide & Self Injury Prevention and Intervention, Standard Precautions/HIV/Personal Protection Equipment (PPE)]	2	*
206.007	Information Security Awareness Training	1	*
OSHA 29 CFR 1910.1200, Gov. Exec Order 07-01, 102.004, 102.006, ACA 4-4084, ACA 3-3053, ACA 3-3068, ACA 3-3070	Legal Topics [Includes: EEO, Right to Know, Ethics, Public Records Law, PREA, HIPAA, Inappropriate Inmate Behavior including Sexual Misconduct, Violence in the Workplace]	2	*
ACA 4-4084, 33-208.002, 602.018, 33-103.003, ACA 3-3179	Offender Relations Topics [Includes training in – Inappropriate Offender Relations / Offender Manipulation and Offender Grievance Refresher]	2	*
Office of Community Corrections	Public Records	2	*
Secretary's Office	Re-Entry	2	*
209.101 (5)	STOP: Verbal and Non-verbal Components of De-escalating Anger and Aggression	3	Classroom Only
ACA 4-4084, 11B-27.00212 (5) (b), 11B-35.007 (4)(g)	Stress Awareness in Corrections	1	*
33-602.210, F.A.C., 209.301, ACA4-4090, 11B-27.00212(13), F.A.C.	Use of Force Topics	3	*
Total Training Credits		41 without firearms	

* Delivery method of courses is classroom or online unless noted otherwise.

**Florida Department of Corrections
2012-2013 Mandatory In-Service Training Topics
Community Corrections Non-Certified Managers and Administrators**

Regional Directors, Assistant Bureau Chiefs, Deputy Regional Directors, Correctional Services Assistant Administrators, Correctional Services Administrators, Assistant Secretary, Bureau Chiefs, and Deputy Assistant Secretary.			
Authority	Topic	Credits	Delivery
102.006	Advanced HIPAA	1	*
SA0068, ACA 3-3176	Basic Report Writing for Community Corrections	2	*
209.101 (5)	Beyond Survival: Making a Commitment to Safety and a Winning Mindset	3	Classroom Only
33-602.210, ACA 4-4092, 33-302.105,	Chemical Agents	1	*
206.008	Email Training	1	*
ACA 4-4220, 602.009	Emergency Topics for Community Corrections	4	*
208.041 (2)	Domestic Violence: Awareness and Action	3	Classroom Only
209.101 (5)	Impact of Crime on Victims	3	*
ACA 4-4389	First Aid Basics	2	*
DC Announcement 09-26-06	Fuel Card Training	1	*
ACA 4-4389, ACA 4-4373, 404.001, OSHA 29CFR 1910.1030, 102.006, CMA Audit Findings & Recommendations, HSB15.03.43, OHS Infection Manual	Health Topics [Includes: MRSA, Suicide & Self Injury Prevention and Intervention, Standard Precautions/HIV/Personal Protection Equipment (PPE)]	2	*
206.007	Information Security Awareness Training	1	*
OSHA 29 CFR 1910.1200, Gov. Exec Order 07-01, 102.004, 102.006, ACA 3-3053, ACA 3-3068, ACA 3-3070	Legal Topics [Includes: EEO, Right to Know, Ethics, Public Records Law, PREA, HIPAA, Inappropriate Inmate Behavior including Sexual Misconduct, Violence in the Workplace]	2	*
33-208.002, 602.018, 33-103.003, ACA 3-3179	Offender Relations Topics [Includes training in – Inappropriate Offender Relations / Offender Manipulation and Offender Grievance Refresher]	2	*
Office of Community Corrections	Public Records	2	*
601.201	Recognizing Security Threat Groups	3	*
Secretary's Office	Re-Entry	2	*
209.101 (5)	STOP: Verbal and Non-verbal Components of De-escalating Anger and Aggression	3	Classroom Only
33-602.210, F.A.C., 209.301, ACA4-4090, 11B-27.00212(13), F.A.C.	Use of Force Topics	3	*
Total Training Credits		41	

* Delivery method of courses is classroom or online unless noted otherwise.

Florida Department of Corrections
2012-2013 Mandatory In-Service Training Topics
Community Corrections Non-Certified Support and Clerical Staff
****MINIMAL CONTACT WITH OFFENDERS****

It will be the responsibility of each employee in this job class to complete the number of required annual in-service hours based on their offender contact status.

Community Corrections Non-Certified Support and Clerical Staff with <u>minimal</u> contact with offenders.			
Authority	Topic	Credits	Delivery
ACA 4-4220, 602.009	Emergency Topics for Community Corrections	4	*
208.041 (2)	Domestic Violence: Awareness and Action	3	Classroom Only
ACA	Impact of Crime on Victims	3	*
ACA 4-4389, ACA 4-4373, 404.001, OSHA 29CFR 1910.1030, 102.006, CMA Audit Findings & Recommendations, HSB15.03.43, OHS Infection Manual	Health Topics [Includes: MRSA, Suicide & Self Injury Prevention and Intervention, Standard Precautions/HIV/Personal Protection Equipment (PPE)]	2	*
206.007	Information Security Awareness Training	1	*
OSHA 29 CFR 1910.1200, Gov. Exec Order 07-01, 102.004, 102.006, ACA 3-3053, ACA 3-3068, ACA 3-3070	Legal Topics [Includes: EEO, Right to Know, Ethics, Public Records Law, PREA, HIPAA, Inappropriate Inmate Behavior including Sexual Misconduct, Violence in the Workplace]	2	*
33-208.002, 602.018, 33-103.003, ACA 3-3179	Offender Relations Topics [Includes training in – Inappropriate Offender Relations / Offender Manipulation and Offender Grievance Refresher]	2	*
Office of Community Corrections	Professional Decorum	2	*
209.101 (5)	STOP: Verbal and Non-verbal Components of De-escalating Anger and Aggression	3	Classroom Only
Secretary's Office	Re-Entry	2	*
Total Training Credits		24	

Additional Required Mandatory In-Service Training Topics
Community Corrections Non-Certified Support and Clerical Staff
****MORE THAN MINIMAL CONTACT WITH OFFENDERS****

Authority	Topic	Credits	Delivery
102.006	Advanced HIPAA	1	*
SA0068, ACA 3-3176	Basic Report Writing for Community Corrections	2	*
33-602.210, 602.003, ACA 4-4092	Chemical Agents	1	*
209.101	Feedback	1	*
ACA 4-4389	First Aid Basics	2	*
209.101	NIC - Correctional Leadership Competencies	4	*
Office of Community Corrections	Public Records	2	*
ACA 4-4084, 11B-27.00212 (5) (b), 11B-35.007 (4)(g)	Stress Awareness in Corrections	1	*
33-602.210, F.A.C., 209.301, ACA4-4090, 11B-27.00212(13), F.A.C.	Use of Force Topics	3	*
Total Additional Training Credits		17	

* Delivery method of courses is classroom or online unless noted otherwise.

**Florida Department of Corrections
2012 – 2013 Mandatory In-Service Training Topics
Central or Regional Office Non-Certified Staff**

Non-Certified Central and Regional Office Staff.			
Authority	Topic	Credits	Delivery
102.006	Advanced HIPAA	1	*
SA0068	Basic Report Writing	2	*
209.101 (5)	Beyond Survival: Making a Commitment to Safety and a Winning Mindset	3	Classroom Only
33-602.210, 602.003, ACA 4-4092	Chemical Agents	1	*
209.101 (5)	Crime and the Victim	2	*
206.008	Email Training	1	*
ACA 4-4220, 602.009	Emergency Topics (Level 1, 2, or 3) Level 1: Regional/Central Office staff (non-supervisor) Level 2: Supervisors Level 3: Department Heads	2	*
602.016	Entrance and Exit from Institutions	4	*
ACA 4-4389	First Aid Basics	2	*
208.041 (2)	Domestic Violence: Awareness and Action	3	Classroom Only
DC Announcement 09-26-06	Fuel Card Training	1	*
ACA 4-4389, ACA 4-4373, 404.001, OSHA 29CFR 1910.1030, 102.006, CMA Audit Findings & Recommendations, HSB15.03.43, OHS Infection Manual	Health Topics [Includes: MRSA, Suicide & Self Injury Prevention and Intervention, Standard Precautions/HIV/Personal Protection Equipment (PPE)]	2	*
206.007	Information Security Awareness Training	1	*
OSHA 29 CFR 1910.1200, Gov. Exec Order 07-01, 102.004, 102.006	Legal Topics [Includes: EEO, Right to Know, Ethics, Public Records Law, PREA, HIPAA, Inappropriate Inmate Behavior including Sexual Misconduct, Violence in the Workplace]	2	*
601.201	Recognizing Security Threat Groups	3	*
Secretary's Office	Re-Entry	2	*
209.101 (5)	STOP: Verbal and Non-verbal Components of De-escalating Anger and Aggression	3	Classroom Only
ACA 4-4084, 11B-27.00212 (5) (b), 11B-35.007 (4)(g)	Stress Awareness in Corrections	1	*
602.016	Unauthorized Cell Phone & Electronic Device Use	1	*
33-602.210, F.A.C., 209.301, ACA4-4090, 11B-27.00212(13), F.A.C.	Use of Force Topics	3	*
Total Training Credits		40	

* Delivery method of courses is classroom or online unless noted otherwise.

**Florida Department of Corrections
2012-2013 Mandatory In-Service Training Topics
Institutional Health Services Staff**

All professional level Health Services Staff assigned to an institution - including physicians, nurses, therapists, and health services administrators.			
Authority	Topic	Credits	Delivery
102.006	Advanced HIPAA	1	*
602.003, SA0068	Basic Report Writing	2	*
209.101 (5)	Beyond Survival: Making a Commitment to Safety and a Winning Mindset	3	Classroom Only
33-602.210, 602.003, ACA 4-4092	Chemical Agents	1	*
209.101 (5)	Crime and the Victim	2	*
ACA 4-4220, 602.009	Emergency Topics Level 1	2	*
ACA 4-4389	First Aid for the Community & Workplace	2	Classroom Only
208.041 (2)	Domestic Violence: Awareness and Action	3	Classroom Only
ACA 4-4389, ACA 4-4373, 404.001, OSHA 29CFR 1910.1030, 102.006, CMA Audit Findings & Recommendations, HSB15.03.43, OHS Infection Manual	Health Topics [Includes: MRSA, Suicide & Self Injury Prevention and Intervention, Standard Precautions/HIV/Personal Protection Equipment (PPE)]	2	*
206.007	Information Security Awareness Training	1	*
33-208.002, 602.018, 33-103.003	Inmate Relations Topics - Institutions [Includes training in - Inappropriate Inmate Relations / Inmate Manipulation & Contraband, Inmate Discipline, Inmate Grievance Refresher]	3	Classroom Only
OSHA 29 CFR 1910.1200, Gov. Exec Order 07-01, 102.004, 102.006, ACA 4-4084	Legal Topics [Includes: EEO, Right to Know, Ethics, Public Records Law, PREA, HIPAA, Inappropriate Inmate Behavior including Sexual Misconduct, Violence in the Workplace]	2	*
209.101 (5)	STOP: Verbal and Non-verbal Components of De-escalating Anger and Aggression	3	Classroom Only
209.101 (5)	Professional Decorum	2	*
HSB 15.05.10	Psychiatric Restraints (Mandatory for all Health Services staff)	2	Classroom Only
EHSO Manual, Chp.11	Respirator Training (Fit testing is required for Institutional Health Services.)	4	Classroom Only
Secretary's Office	Re-Entry	2	*
ACA 4-4084, 11B-27.00212 (5) (b), 11B-35.007 (4)(g), 973.1716, F.S.	Stress Awareness in Corrections	1	*
33-602.210, F.A.C., 209.301, ACA4-4090, 11B-27.00212(13), F.A.C.	Use of Force Topics	3	*
Total Training Credits		41	

* Delivery method of courses is classroom or online unless noted otherwise.

**Florida Department of Corrections
2012 – 2013 Mandatory In-Service Training Topics
Health Services Staff Serving in Central or Regional Offices**

All levels of Health Services Staff assigned to Central or Regional Offices.			
Authority	Topic	Credits	Delivery
102.006	Advanced HIPAA	1	*
602.003, SA0068	Basic Report Writing	2	*
209.101 (5)	Beyond Survival: Making a Commitment to Safety and a Winning Mindset	3	Classroom Only
33-602.210, 602.003, ACA 4-4092	Chemical Agents	1	*
209.101 (5)	Crime and the Victim	2	*
4-4156, 4-4192	Drug Identification	1	*
206.008	Email Training	1	*
ACA 4-4220, 602.009	Emergency Topics [Includes training in –Emergency Preparedness and Use of Fire Extinguishers]	2	*
602.016	Entrance and Exit from Institutions	2	*
ACA 4-4389	First Aid for the Community & Workplace	2	Classroom Only
208.041 (2)	Domestic Violence: Awareness and Action	3	Classroom Only
ACA 4-4389, ACA 4-4373, 404.001, OSHA 29CFR 1910.1030, 102.006, CMA Audit Findings and Recommendations, HSB15.03.43, OHS Infection Manual	Health Topics [Includes: MRSA, Suicide & Self Injury Prevention and Intervention, Standard Precautions/HIV/Personal Protection Equipment (PPE)]	2	*
206.007	Information Security Awareness Training	1	*
OSHA 29 CFR 1910.1200, Gov. Exec Order 07-01, 102.004, 102.006, ACA 4-4084	Legal Topics [Includes: EEO, Right to Know, Ethics, Public Records Law, PREA, HIPAA, Inappropriate Inmate Behavior including Sexual Misconduct, Violence in the Workplace]	2	*
209.101 (5)	STOP: Verbal and Non-verbal Components of De-escalating Anger and Aggression	3	Classroom Only
209.101 (5)	Professional Decorum	2	*
HSB 15.05.10	Psychiatric Restraints (Mandatory for all Health Services staff)	2	Classroom Only
602.045	Recognizing Security Threat Groups	3	*
Secretary's Office	Re-Entry	2	*
ACA 4-4084, 11B-27.00212 (5) (b), 11B-35.007 (4)(g), 973.1716, F.S.	Stress Awareness in Corrections	1	*
33-602.210, F.A.C., 209.301, ACA4-4090, 11B-27.00212(13), F.A.C.	Use of Force Topics	3	*
Total Training Credits		41	

* Delivery method of courses is classroom or online unless noted otherwise.

Auxiliary Officers and Multiple Certifications

Florida Department of Corrections

Auxiliary – Pursuant to Procedure 208.004, “Auxiliary Correctional and Auxiliary Correctional Probation Officers,” employees that are maintaining auxiliary certification as Correctional Officers and/or Correctional Probation Officers are required to complete each course listed in the Master Training Plan for the current position held and courses required for each certification held. Exemptions are listed below.

Multiple Certifications – Employees that are maintaining multiple certifications as a Correctional, Correctional Probation, and/or Law Enforcement Officer are required to complete each course listed in the Master Training Plan for each certification held by the employee. Exemptions are listed below.

Exemptions

- ❖ If the topics below are both listed in an employee’s training profile the employee will be exempt from taking the course listed in the exempt column.

Required Course	Exempt Course
First Aid for the Community & Workplace	First Aid Basics
Visitation Supervision and Drug Identification	Drug Identification (1 hour stand-alone)

Course Equivalencies

- ❖ If the topics below are both listed in an employee’s training profile the employee will only be required to take the course required by their current position.
 - Basic Report Writing **and** Basic Report Writing for Community Corrections
 - Emergency Topics **and** Emergency Topics for Community Corrections
 - Inmate Relations **and** Offender Relations
 - Defensive Tactics (LEO/CO) **and** Defensive Tactics (CPO)
- ❖ The employee is only required to qualify with the weapon used for their current position or location. For example, the employee’s training profile indicates they are to qualify annually on a Revolver or Pistol. However, if their weapon is a Pistol, the employee is only required to qualify with that weapon, whether or not another weapon is reflected on the employee’s E-Train Profile. See chart below.

Department Owned Weapon Used by Position or Location	Department Owned Weapon (Law Enforcement Officers)	Personally Owned Weapon
Revolver, Pistol , (qualification only required for whichever is used for the position or institution)	Law Enforcement Officers assigned to the Inspector General’s Office are exempt from annual qualification with the Shotgun or Rifle UNLESS either weapon is issued to them.	Requires qualification if a personally owned weapon is used.

Note: Due to the limitations of E-Train the exempt course(s) will be reflected as **not registered** on the employee’s E-Train Profile; however, as long as the course(s) is/are listed as a completed elective, the requirement is met.

Training Required To Work Specific Posts

Florida Department of Corrections

The below courses must be monitored by the Institutions to ensure compliance guidelines are met and expiration dates are checked prior to post assignment.

Authority	Topic	Course Type	Hours	Delivery
FS 944.804	Aging Inmate Supervision (Institutional staff shall be specifically trained to effectively supervise elderly inmates and to detect physical or mental changes which warrant medical attention before more serious problems develop.)	Initial	2	*
Per Manufacturer	Armorer Pistol AR-15 Revolver Rifle Shotgun	Initial/Refresher Initial/Refresher Initial/Refresher Initial/Refresher Initial/Refresher	8 24 8 8 16	Classroom Classroom Classroom Classroom Classroom
602.030 FS 958.04, 958.045, 958.11, 958.12, 944.804	Close Management and Transitional Care Unit (Incarceration Confinement Management and Mental Health & Suicide and Self-Injury Prevention and Intervention for select Institutions. These courses MUST be completed within 60 days of initial hire or assignment.)	Annual	5	Classroom
108.005	Drug Testers	Initial	2	*
605.002	Duty Warden (Refresher as needed)	Initial Refresher	20 8	Classroom Classroom
602.003	Electronic Immobilization Device (EID) Instructor Certification (End User)	Initial Initial	8 8	Classroom Classroom
Office of Institutions	Emergency Management	As Required	4	Classroom
209.101 (5)	Employee Strike/Riot Control	Annual	1	Classroom
EHSO Manual, Chapter 1, 1.07	Environmental Health and Safety Officer Basic EHSO Training	Initial	32	Classroom
33-602.701	Emergency Vehicle Operations for Corrections Law Enforcement Officer only	Initial Initial	16 4	Classroom/Range Classroom
Procedure 602.036	Female Offenders (Staff working in a female institution shall be specifically trained to effectively supervise female offenders .)	Initial Annual	8 4	Classroom Classroom
209.301	Firearms Pistol – Transition Pistol – Qualification Revolver to Pistol– Transition AR-15 Rifle – Basic AR-15 Rifle – Qualification Pre-Qualification is mandatory for each weapon that staff needed remediation for in the previous training year. Remediation is mandatory for each weapon that staff fail to qualify with. Quarterly Qualification will be required for certain security positions, including but not limited to, K-9 and armed supervision squads.	Initial Annual Initial Annual Initial Initial Annual As required As required Quarterly	16 2 4 2 6 6 2 4 8 2	Range Range Range Range Range Range Range Range Range Range

* Delivery method of courses is classroom or online unless noted otherwise.

Continued on next page

Authority	Topics	Course Type	Hours	Delivery
602.004	Forced Cell Extraction	Initial	8	Classroom
602.030	Locksmith Advanced Basic	Initial Initial	24 32	Classroom Classroom
OPRS 4.08.260	Maintenance of Traffic (MOT) (Renewal Every 4 years)	Initial Renewal	16 8	Classroom Classroom
604.401	Non-Department Supervisor	Initial Annual	32 8	Classroom Classroom
602.030 602.024	Outside Escort	Annual Initial	3 8	Classroom Classroom
HSB 15.05.10	Psychiatric Restraints	Annual	2	Classroom
208.040	Post Trauma Staff Support Team	Annual	Varied	Classroom
EHSM Chapter 11	Respirator Training Respirator Training with Fit Test	Initial/Annual Initial/Annual	2 4	Classroom Classroom
EHSM Chapter 11	Self Contained Breathing Apparatus	Initial Annual	16 1	Classroom Classroom
602.030 FS 958.04 958.045 958.11 958.12 944.804	Special Housing (Administrative Confinement, Disciplinary Confinement, and Protective Management)	Initial	8	Classroom
602.022	Special Teams Training Crisis Negotiation Team (CNT) Corrections Emergency Response Team (CERT) Designated Armed Response Team (DART) K-9 Training Rapid Response Team (RRT)	CNT and CERT Initial Annual (8 hours per month) Initial Annual Annual (8 hours per month)	80 96 8 96 96	 Varied Locations
F.S 958.11(1) ACA 4-4312	Supervision of Youthful Offender (All staff assigned to a Youthful Offender facility must receive the 40 hour specialized training before being assigned to work with the youthful offenders.)	Initial	40	Classroom
602.030 33.601.711, 3.601.737, 33- 02.203, OPRS 4.08.270 602.030	Visitation Security & Drug Identification	Annual	4	Classroom

Continuing Education Training Credits

Florida Department of Corrections

OFFICE OF HEALTH SERVICES

The Florida Department of Corrections Office of Health Service (CE Provider Number 50-710) approves the following Education Units (CEU) for the disciplines listed.

The Florida Department of Corrections is an accredited provider for:

Florida Board of Nursing

Florida Board of Pharmacy

Florida Board of Clinical Social Work, Marriage and Family Therapy and Mental Health Counseling

AUTHORITY	TOPIC	IN-SERVICE TRAINING HOURS	IN-SERVICE HOURS THAT QUALIFY FOR CE CREDIT	DELIVERY
CMA Audit Findings, CQR Findings, Current Literature and Assessment Data	Health Topics	2	1 CREDIT Given for MRSA, Content Only	Online Training

CEU's have not been approved for other work areas within the Department

Basic Life Support Training (CPR)

Information regarding the **Basic Life Support Training** program in your area including locating a qualified instructor may be accessed on the Bureau of Staff Development and Training's webpage.

Regional Training Managers Contact Information (Institutions)

TRAINING REGION 1		
TBD 3242 Moss Hill Road Vernon, Florida 32462 Phone: 850-718-0428 Fax: 850-593-6286 TBD	Apalachee C.I. Calhoun C.I. Century C.I. Franklin C.I. Gulf C.I. Holmes C.I. Jackson C.I. Jefferson C.I.	Liberty C.I. NWFRFC Okaloosa C.I. Quincy Annex Santa Rosa C.I. Wakulla C.I. Walton C.I. Regional Office
TRAINING REGION 2		
Dwayne Hardee P.O. Box 128 Raiford, Fl. 32083 Phone: (904) 368-3703 Fax: (904) 368-3715 hardee.dwayne@mail.dc.state.fl.us	Baker C.I. Columbia C.I. Cross City C.I. Fl. State Prison Gainesville C.I. Hamilton C.I. Lake City C.F. Lancaster C.I. Lawtey C.I.	Madison C.I. Mayo C.I. New River C.I. RMC Suwanee C.I. Taylor C.I. Union C.I. Regional Office
TRAINING REGION 3		
John Foster 2301 Meeting Place Orlando, FL 32814 Phone: (407) 623-1118 Fax: (407) 623-1179 foster.john@mail.dc.state.fl.us	Avon Park C.I. Brevard C.I. CFRC Demilly C.I. Hardee C.I. Hernando C.I. Hillsborough C.I. Lake C.I.	Lowell C.I. Marion C.I. Polk C.I. Putnam C.I. Sumter C.I. Tomoka C.I. Zephyrhills C.I. Regional Office
TRAINING REGION 4		
Roger Bartlett 13617 S.E. Highway 70 Arcadia, FL 34266 Phone: (239) 658-3640 Fax: (239) 658-3609 bartlett.roger@mail.dc.state.fl.us	Broward C.I. Charlotte C.I. Dade C.I. Desoto Annex Everglades C.I. Glades C.I.	Hendry C.I. Homestead C.I. Indian River C.I. Martin C.I. Okeechobee C.I. SFRC Regional Office

Regional Training Managers Contact Information (Community Corrections)

NORTHERN REGION	
<p>Kelly Stephenson 1435 U. S. Hwy 90 West, Suite 120. Lake City, FL 32055 Phone: (386) 754-1023 Fax: (386) 754-1002 stephenson.kelly@mail.dc.state.fl.us</p>	Circuits 1, 2, 3, 8, & 14
<p>Lavena Barnett 2301 Meeting Place Orlando, FL 32814 Phone: (407) 975-7408 Fax: (407) 623-1292 barnett.lavena@mail.dc.state.fl.us</p>	Circuits 4, 5, 7, 9, & 18
SOUTHERN REGION	
<p>Gary Portesy 1313 N. Tampa St., Suite 813 Tampa, FL 33602 Phone: (813) 233-2573 Fax: (813) 272-3810 portesy.gary@mail.dc.state.fl.us</p>	Circuits 6, 10, 12, 13 & 20
<p>Rose Witkowski 189 SE 3rd Avenue, Suite #5 Delray Beach, FL 33483 Phone: (561) 279-1504 Fax: (561) 279-1943 witkowski.rose@mail.dc.state.fl.us</p>	Circuits 11, 15, 16, & 17 & 19

Appendix 1

AMERICAN CORRECTIONAL ASSOCIATION Staff Development and Training Accreditation Standards

ADULT CORRECTIONAL INSTITUTIONS		ADULT PROBATION & PAROLE FIELD SERVICES		ADMINISTRATION OF CORRECTIONAL AGENCIES	
PAGE	STANDARD	PAGE	STANDARD	PAGE	STANDARD
15	4-4075	5	4-APPFS-3A-06	7,8	2-CO-1D-01
15	4-4076	6,10	4-APPFS-3A-08	10	2-CO-1D-02
15	4-4077	6	4-APPFS-3A-09	6	2-CO-1D-03
6	4-4078	6	4-APPFS-3A-10	5	2-CO-1D-04
6	4-4079	6	4-APPFS-3A-12	8,16-19	2-CO-1D-05
6	4-4080	9,11,16-26	4-APPFS-3A-14	2	2-CO-1D-06
9	4-4081	9,11,16-26,24	4-APPFS-3A-15	21,22,25	2-CO-1D-07
11,13	4-4082	9,11,16-26,24	4-APPFS-3A-16	2,6	2-CO-1D-08
11,13-16	4-4083	9,11,16-26,32	4-APPFS-3A-17	7,9	2-CO-1D-09
10,11,13,20	4-4084	6	4-APPFS-3A-18	9	2-CO-1D-10
10,11,13,20	4-4084-1	10,11,23	4-APPFS-3A-21	8	2-CO-1G-07
10,11,13,21	4-4085	23	4-APPFS-3A-23		
10,11,13,21	4-4086	6	4-APPFS-3A-24		
10,11,13,21	4-4087	10,23	4-APPFS-3B-01		
10,11,13,21	4-4088	10	4-APPFS-3B-02		
30	4-4089	10	4-APPFS-3B-03		
10,13,20	4-4090	23	4-APPFS-3B-06		
10,13,20	4-4091	23,24,25	4-APPFS-3B-07		
10,13,20	4-4092				
9	4-4094				
10,11	4-4229				
32	4-4312				

Appendix 2

Criminal Justice Standards and Training Commission

The mission of the Criminal Justice Standards and Training Commission (CJSTC) is to ensure all citizens of Florida are served by criminal justice officers who are ethical, qualified, and well-trained. The Commission has statutory authority for the establishment of employment, education, training, and discipline standards for all correctional, correctional probation, and law enforcement officers in the State of Florida. Additionally, the CJSTC has regulatory authority over all state criminal justice training schools. The CJSTC consists of nineteen (19) members appointed by the Governor. The Department is represented on the Commission by the Secretary or his designated proxy, one warden, and one sergeant or line staff member.

The CJSTC also has authority over sixteen (16) Regional Training Councils and forty-one (41) certified training schools. The sixteen councils act as an extension of the Commission in planning, programming, and budgeting of the Criminal Justice Standards and Training Trust Fund. The Department of Corrections is designated as the Region XVI Training Council, and the Florida Corrections Academy is the certified training school.

The Department of Corrections, as the Region XVI Training Council and Florida Corrections Academy, per Chapter 943.25, F.S., Section 11B-18, F.A.C., receives a portion of the Criminal Justice Standards and Training Trust Fund to support CJSTC approved advanced and specialized officer training. The annual allocation is based on a per officer distribution formula and varies from year to year.