
From: Reveal, Tracy

Sent: Thursday, October 18, 2012 1:35 PM

To: Aden, Valerie; Armbruster, Ron; Baldauf, Teri; Basquin, Scott; Bowser, Tonya; Brinkley, Steve; Brown, Dave (LORCI); Burris, Joel; Bush, Julia; Cole, Kathy; Covington, Vivian; Damron, Sue; Greene, Larry; Hamilton, Amy; Harris, Brandeshawn; Haskins, Melody; Hill, Angela; Hubbard, Victoria; Hupka, Karrie; Justus, Vickey; Kreger, Elizabeth; Loomis, Julie; Mack, Pam; Mitchell, Darlene; Myers, Ellen; Perese, Hanson; Seyfang, Ricky; Shortland, Chris; Smith, Cori; Thompson, Larry; Tolson, Jerry; Ware, Robbyn; Wright, Elizabeth; Arnold, Jon; Banks, Roberta; Berry, Jeannie; Binegar, Rick; Buff, Donnie; Canterbury, Randy; Casey, Allan; Chapman, William; Clemans, Jennifer; Cox, Dusty; DeWitt, Don; Diehl, Evan; Eggens, Bill; Galloway, Steven; Harber, Wesley; Hillard, Bradley; Hug, Andrew; Jackson, Reggie; Jameson, Bryan; Lee, James R; Leukhardt, James; Lister, Lori; Logan, Darrell; Mannon, Steven; McCartney, David; McIntosh, J.D; McKinley, Beverly; Melanson, Gerald; Moore, Larry; Morris, Eric R; Naftzger, Christopher; Nutter, Douglas; Poe, Danny; Prichard, Doyle; Pritchard, Tony; Riffle, Steve; Roberts, Douglas; Sharp, David; Smith, Lloyd; Vickers, James; Wilhite, Jeff

Cc: Lazaroff, Alan; Knab, Robin; Voorhies, Edwin; Williams, Jesse; Albright, Andrew

Subject: FY13 In-service Schedules

Good afternoon everyone.

Since the last training officer's meeting some things have changed re: our discussion pertaining to the 39-TRN-02 training variance and the FY13 In-service Schedules.

For clarification, the variance we discussed was never posted and was ultimately decided to not be needed. Wardens have been advised that annual mandatory in-service training should be conducted in a manner that does not result in overtime. In many instances, this means not conducting physical skills recertification sessions during periods of high leave usage. For some facilities high leave use may occur during the summer months, for others it may occur around hunting seasons or Christmas/holidays. Determining WHEN your respective facility should be conducting physical skills recertification training sessions as to not cause overtime, will require a discussion with your Warden and Executive Staff in conjunction with your TAC. Prisons that find they need to change their annual recertification month in order to increase their training cycle's efficiency, are not prohibited from conducting a second round of physical skills recertification training sessions during FY13 in order to "move" the recert date forward (in preparation for FY14's cycle). **As we discussed during the FTO**

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quarterly meeting, the 2nd recert session in FY13 will be focused on PROFICIENCY DEMONSTRATION, and not require staff to spend an extensive amount of time off shift. Firearms should be focused on shoot-for-score, and the USD lesson plan that is being finalized is also designed to have staff walk through a demonstration of techniques (since they will have already had the new 8-hr course). A policy variance will be forthcoming wherein PR-24 and OC recertification will be completed every other year. We do not have the ability to modify the ASHI lesson plans, thus the CPR training must be completed in its entirety for those staff requiring annual recertification.

Another piece of information we were awaiting further instruction on pertained to the 1-hour module on HB 86. Said module was to have been part of the 8-hour blended training day hosted by your facility and attended by APA field services/OSC staff. Due to the recent passage of Senate Bill 337 (collateral sanctions legislation), it was decided that HB 86 & SB 337 would be paired into a single e-Learning course. Thus, the 1-hour module was removed from the 8-hour blended training session. The e-course is expected to be launched by mid-November.

Sue Damron has asked that Institution Training Plans be updated and forwarded to the regional MAS1 no later than 11-16-12. If there are any questions re: the preparation of the modified training plans, please contact Bill, Jen, Dave or J.D.

As an aside – the “e-performance” training is taking shape and will be a mid-year (DAS) mandate. We are still working to identify a plan for how it will be delivered systemically. At this point, there appears to be a plan to train trainers centrally, who will then conduct regional training sessions. All exempt supervisors must receive a face-to-face training on how to use the new e-performance (on-line performance evaluation system) by the end of January. Then, we will have to offer (likely via e-Learning) to all staff a training to educate them on the functionality of the system. Stay tuned ~ more information to come!

Also, as an extension of the HB 86 / SB 337 general overview training, a training-for-trainers and end-users will be held at CTA in January. Said training will be focused on the needs of those staff who work directly with the processes underlying SB 337 (e.g. unit staff).

If you have any questions pertaining to this information, please feel free to contact us. Thanks.....Tracy

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<Training Plan Addendum Blank.docx>

From: Thompson, Larry

Sent: Friday, November 02, 2012 1:51 PM

To: Arnold, Jon; Berry, Jeannie; Binegar, Rick; Buff, Donnie; Canterbury, Randy; Casey, Allan; Cox, Dusty; Diehl, Evan; Disantis, Patrick; Eggens, Bill; Harber, Wesley; Hillard, Bradley; Hug, Andrew; Jackson, Reggie; Jameson, Bryan; Lee, James R; Leukhardt, James; Lister, Lori; Logan, Darrell; McKinley, Beverly; Melanson, Gerald; Moore, Larry; Morris, Eric R; 'Naftzger, Christopher (LAECI)'; Poe, Danny; 'Prichard, Doyle (NCCC)'; Pritchard, Tony; Roberts, Douglas; Sharp, David; Smith, Lloyd; Vickers, James; Wilhite, Jeff; Aden, Valerie; Armbruster, Ron; Basquin, Scott; Brinkley, Steve; Brunsman, Tim; Burris, Joel; Bush, Julia; Cole, Kathy; Covington, Vivian; Greene, Larry; Harris, Brandeshawn; Haskins, Melody; Heiss, Charlie; Hill, Angela; Hooks, Mark; Hubbard, Victoria; Hupka, Karrie; Justus, Vickey; Mack, Pam; Mitchell, Darlene; Myers, Ellen; 'Parker, JoAnn'; Seyfang, Ricky; Smith, Cori; Tolson, Jerry; Ware, Robbyn; Wright, Elizabeth; Adkins, Melissa; Andrews, Sara; Banks, Ed; Bobby, David; Bradley, Cassy; Bradshaw, Margaret; Buchanan, Timothy; Bunting, Jason; Byorth, Brian; Chambers-Smith, Annette; Clipper, Kimberly; Coleman, John; Cook, Brian; Davis, Mike (OSC); Dorsey, Rona; Doty, Stacha; Duffey, Sheri; England, Bob; Eppinger, LaShann; Erdos, Ron; Golar, Willie; Goodrich, Barry; Gore, Joyce; Hills, Norm; Hudson, Stuart; Huffman, Stephen; Ishee, Todd; Janes, Linda; Jeffreys, Rob; Johnson, Rod; Kelly, Bennie; Knab, Robin; Kucinic, Vinko; LaRose, Christopher; Lazaroff, Alan; Lee, Antonio; Lisath, Jeff; Miller, Michele; Mohr, Gary; Moore, Ernie; Morgan, Donald; Motton, Beverly; Niceswanger, Brian; Owens, Charlotte; Pineda, Francisco; Richard, Rhonda; Robinson, Norman; Sheets, Michael; Sheldon, Ed; Smith, JoEllen; Tambi, Samuel; Tibbals, Terry; Timmerman-Cooper, Deb; Trim, Ginine; Turner, Neil; Voorhies, Edwin; Williams, Jesse

Cc: Reveal, Tracy; DeWitt, Don; Damron, Sue; Kreger, Elizabeth; Chapman, William; Clemans, Jennifer; McIntosh, J.D; McCartney, David; Mannon, Steven; Banks, Roberta

Subject: USD Proficiency Testing

Importance: High

Good afternoon-

Tracy asked that I take a moment to reinforce a few key points concerning the USD Proficiency Testing process for those that desire to move their annual USD cycle. As Tracy's email of October 18th states, ***"the 2nd recert session in FY13 will be focused on PROFICIENCY DEMONSTRATION, and not require staff to spend***

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an extensive amount of time off shift. To maintain cost effectiveness, the lesson plan that was sent to you this week does not contain the normal USD course of instruction and is only for establishing a new USD recertification date by bringing staff in off shift, conducting the proficiency test and then sending them back to shift. It was never intended for this process to be scheduled as an additional training session which would cause unnecessary additional cost to the institution. Also, the time that should be documented in ELM should only be recorded as the actual time it takes to complete the proficiency testing, within the guidelines/limitations of the ELM system.

If you have questions about the time limitations in ELM please contact Don Dewitt. If you have questions about the proficiency testing feel free to contact me, Bill, Jen, J.D. or Dave.

Thanks and have a good weekend,
Larry

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<Larry M Thompson.vcf>

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