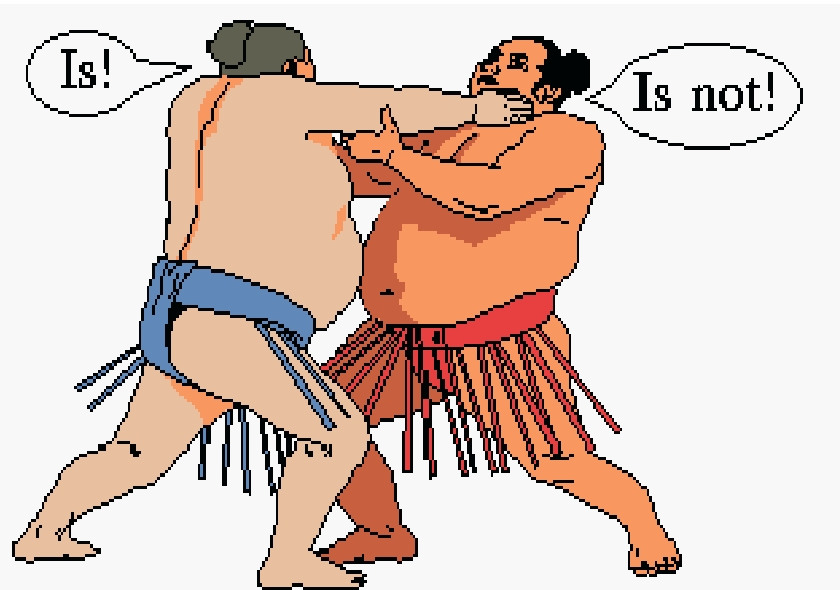


[Module Eight - Training]



Who Wants to be the Boss?

Overcoming Objections to Orienting Offenders



[Why Train?]

- Prevention
 - Public backlash
 - Employee backlash
 - Litigation
- Protects employees
- Protects vulnerable offenders

Decisions:



- Content of training
 - Complete policies/procedures
 - Identify goals of training – Impart information, provide or enhance skills, or both?
 - What kind of materials will be provided?
 - Employees, contractors, volunteers
 - Offenders, offenders' families
- Length of training?
 - Pre-service
 - In-service

Decisions, continued

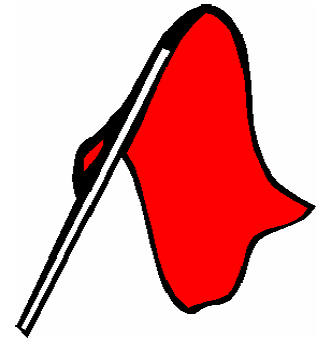
- Develop lessons plans
 - Measure knowledge gained
 - Document, document, document
 - Pilot train the material, revise
- Logistics:
 - How often will you hold the training?
 - Where will the training be held?
 - When will the training be held?
 - Who will receive training?
- Who trains?
 - Select trainers carefully
 - Train your trainers
- What about the information you receive via the training?

[Training Commandments:]

- Train everyone:
 - Employees
 - Volunteers
 - Contractors, vendors
 - Personnel from other agencies
- Training is specific to the issue

Training Commandments, continued:

- Train supervisors regarding:
 - Their responsibilities
 - Red flags
- Reinforce training:
 - Employee bulletins
 - E-mailed reminders
 - Leadership role models behaviors
 - Offender conditions of supervision
 - Inmate handbook



Training Commandments, continued

- Training uses adult-learning, interactive
 - Training promotes dialogue
- Include skill development
 - Scenario based training
 - Role plays

[Include in training:



- Why are we doing this training? Now?
- Overview of issue
- Review agency policy on misconduct
- Provide local context
- Weave “culture” issues
 - Code of silence
- Review state laws
 - Discuss case law
 - Be specific about any court ordered requirements
- Demystify the investigative process
 - What happens and when
 - Retaliation

[Include?]

- Review medical and mental health protocols
- Employee assistance program
 - Referrals before trouble starts
 - Where employees can turn for help
- Red flags
 - Employee
 - Offender
- Offender profiles

[Include:]

- Human Resources' implications
- Reporting requirements
- Role during and Investigation
- Retaliation
 - Protections
 - Prohibitions
 - Whistle blower

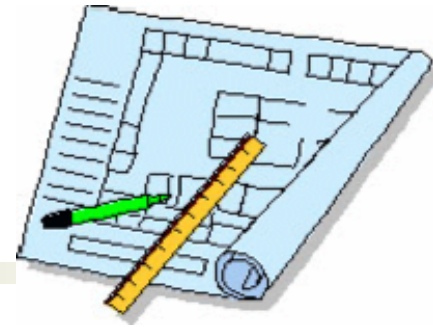
[For offenders:]

- Implications – what does this mean for ME? My family?
 - In the institution
 - While on supervision
- Medical and mental health referrals
- False allegations
- Outcome of investigation

[Training Design]



Training Assignments:



Group One – Newly hired employees

Group Two – In-service training

Group Three - Volunteers

Group Four - Contractors and vendors

Group Five – Stakeholders (prosecutor, criminal justice partners, community, advocates)

Group Six – Families of offenders

[Resources:]

- www.nicic.org
 - Video conference, curriculum, reports
- Existing training curricula:
 - 16 hour “101” program for jail administrators + 8 hour T for T
 - 16 hour jail investigation program
 - 24 hour community corrections – agency administrators
 - 36 hour investigative program

[Resources, continued]

- Videos
 - Colorado, Arizona
 - Others
 - Offender interviews
 - Video from “the boss”
- Technical assistance
 - On-site
 - Training