

**Attachment 4: Courses Currently Offered via the LMS/Tablets Including Descriptions and Lesson Plans**

Course Code	Hrs	Course Title	Course Description
BCOT-1-01	1	Key Control	Upon completion of this course the trainee will be able to discuss the importance of maintaining custody and control of the keys we use during daily operations within a correctional facility. Since a large portion of their job is controlling keys, accountability is obviously a fundamental component of this course as well.
BCOT-1-02	1	Tool Control	This course will review the policy and procedures for proper tool control within a correctional setting. There will also be class discuss of the procedures an institution must use when inmates perform assigned duties that require the use of tools necessary to adequately perform their tasks.
BCOT-1-03	3	Segregation	This class is designed to provide participants with an insight as to the need for segregation of certain high risk inmates and the different types of segregation that are utilized by the department of correction. It will also identify restraint requirements, activities and privileges, housing and hygiene provisions, personal property and documentation requirements of segregated inmates.
BCOT-1-04	1.5	Population Counts	This Course is designed to teach new Correctional Officers the rationale for, and procedures used in conducting Inmate Population Counts, by examining the types, purposes, and principles involved. It will also examine common errors in Population Counting, stressing proper techniques and attitudes as the best way to avoid them.
BCOT-1-05	1	Security Procedures: Control of Gates, Perimeters and Security	During this course, the instructor will explain how all TDOC institutions shall maintain safe and secure perimeters that are appropriate to their assigned security designation. The trainee will be encouraged to participate through discussion, study and related reading of policies.
BCOT-1-06	1.5	Transportation, Inmate Escort, Vehicle Searches	The proper procedures for the transportation and escort of inmates are an important function of any correctional system. Of primary importance during the transportation of inmates is both officer and inmate safety that also adequately protects the public. This course will concentrate on transportation rules and procedures and the proper way to escort inmates in various situations. There will also be a component on the search of transport vehicles.
BCOT-1-07	2	Security Procedures: Personal Searches	The overall safety and security of any officer relies greatly upon the ability and the willingness of the employee to perform a thorough, effective search. During this class, we will take an in-depth look into the body search, the types of body searches, and the proper procedures and performance of these searches. Effective searches are one of the primary defenses against escape and other breaches of security.
BCOT-1-08	2	Cell/Area Searches	The purpose of this course is to explain the need for searches as well as demonstrate proper procedures for conducting them. This course will also discuss the procedures for cell inspections. The participants will then demonstrate proficiency by performing a cell/area searches under supervision and noting the location of all contraband discovered.
BCOT-1-09	1	Dining Room, Yard Supervision	Any time that you have inmates walking around outside of their housing units or gathered in one location, the potential for serious security and safety problems exist. Contraband being "smuggled" from one location to another, inmates being in unauthorized locations and/or loitering can lead to more serious issues such as assault, escapes, etc. In this course we will discuss these issues and ways to properly supervise inmate movement and small crowd gatherings.
BCOT-1-10	2	Radio Communication	The instructor will define and explain the nomenclature, operation, care, and security matters, pertaining to hand-held two-way radios. The instructor will demonstrate the proper use of a radio. Each trainee will practice and give a return demonstration in the proper use of the radio.
BCOT-1-12	3	Firearms: Policy and Procedure	This course of instruction is designed to acquaint you with policies and procedures regarding use of deadly force, criteria for firearms qualification, and personnel authorized to carry firearms. Safety rules for the proper handling of firearms (both on the Range and in general) and inspection of ammunition will be discussed to provide for a safe environment during weapon qualification.

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BCOT-1-13	2	Firearms: Revolver	Trainees will receive instruction on the parts (nomenclature of the revolver, which will help enable the trainee to perform adequate safety checks of the firearm. Fundamentals of effective marksmanship (breath control, sight alignment, trigger squeeze, stance, and grip) will be thoroughly explained. The proper method for loading, firing, and unloading as well as common malfunctions and methods of clearing these malfunctions will be covered. The student will be presented ballistics information on the ammunition issued to them and procedures they are to use when cleaning the revolver. Techniques learned in the classroom will be applied on the range during the qualification period.
BCOT-1-14	1	Firearms: Shotgun	Trainees will receive instruction on the nomenclature of the 12 gauge pump action shotgun. The ability to identify parts and their function will enable the trainee to perform adequate safety checks of the firearm. Fundamentals of effective marksmanship (breath control, sight alignment, trigger squeeze, stance, and grip) as these apply to the shotgun will be thoroughly explained. The proper method for loading, firing, and unloading the shotgun will be covered to ensure that the trainee is well versed in all aspects of safe handling and operation of the weapon. Trainees will be given the procedures they are to use when cleaning the shotgun. Techniques learned in the classroom will be applied on the range during the qualification period.
BCOT-1-16	6	Electronic Restraint Devices	Use of Force class involving use of the electronic restraint devices, proper application procedures and reporting these incidents.
BCOT-1-17	1	RACC Belt Overview	This course is designed to provide participants with an overview of the Remotely Activated Custody Control Belt (RACC). The participant will be provided with information regarding the purpose of the belt, its basic components and how to apply the belt.
BCOT-1-18	16	Firearms: Patrol Rifle	Trainees will receive instruction on the nomenclature of parts relative to the .223 caliber patrol rifle. The ability to identify parts and their function will enable the trainee to perform adequate safety checks of the firearm. Fundamentals of effective marksmanship (breath control, sight alignment, trigger squeeze, stance, and grip) as these apply to the rifle will be thoroughly explained. The proper method for loading, firing, and unloading the rifle will be covered to ensure that the trainee is well versed in all aspects of safe handling and operation of the weapon. Trainees will also learn the procedures they are to use when cleaning the rifle. Techniques learned in the classroom will be applied on the range during the qualification period as well as live fire training drills
BCOT-1-19	1.5	Cadet Counts	This Course is designed to teach new Correctional Officers the rationale for, and procedures used in conducting Inmate Population Counts, by examining the types, purposes, and principles involved. It will also examine common errors in Population Counting, stressing proper techniques and attitudes as the best way to avoid them.
BCOT-1-20	2	Contraband and Search	In a prison, almost anything can be contraband — even excessive amounts of allowable property, such as postage stamps, count as contraband. Contraband can also be an altered item, such as a hollowed-out law book. Contraband can also be a dangerous weapon, such as a razor blade melted into a toothbrush handle.
BCOT-1-21	1.5	Population Count Skills	This Course is designed to teach new Correctional Officers the rationale for, and procedures used in conducting Inmate Population Counts, by examining the types, purposes, and principles involved. It will also examine common errors in Population Counting, stressing proper techniques and attitudes as the best way to avoid them.
BCOT-1-22	1	Leadership Overview	Effective leadership is built around core competencies for every leader. Leadership requires the individual to understand what some of those core competencies are and what is needed to develop those areas. Command presence, ethics, delegation, leading by example and effective communication are some of those core competencies that will be discussed in this class.

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BCOT-1-23	1	Rookie Syndrome	Identifying and discussing common problems and mistakes a new correctional officer will face will they first report for duty at their assigned facility. Solutions to problems and mistakes will be discussed in class as well as other sources for assistance the new correctional may turn to. This block of instruction will start with a lecture/guided discussion/video on what new correction officers can expect when they return to their facility to begin their new career in the field of corrections.
FS-3-01	1	Introduction to Criminal Justice	Society's response to crime is known as the criminal justice system. It is a complex, interwoven, and overlapping system whose parts sometimes operate as if they were independent of the others. The criminal justice system has three major components consisting of Law Enforcement, the Courts, and Corrections, and each component operates at the local, state, and federal level. This course will define crime, provide the participants with a general overview of the three components of the criminal justice system with emphasis on the courts and provide an understanding of the common terms associated with the criminal justice system.
FS-3-02	2	Investigative Reports	This class will examine the different types of investigative reports, the purposes of the reports and the procedures involved in investigating and preparing the reports.
FS-3-03	4	Contact Notes/Contact Codes	During this class participants will learn the guidelines for contact notes, learn the different categories of contact notes and their purposes, and become familiar with the codes used to record the contact notes.
FS-3-04	4	Standards of Supervision	This course is designed to guide Probation Parole Officers (PPO) in the application of the Standards of Supervision that the Tennessee Department of Correction (TDOC) has implemented. Participants will learn about the six levels of supervision, the supervision types in each level and the mandatory requirements required for each level/type. Participants will also learn about the four levels of supervision for sex offenders, their benchmarks, and the mandatory requirements. Lastly, the importance of effective offender management will be explored.
FS-3-05	4	Fiscal Fee System	This class is designed to teach students the guidelines to setting up an offender's fees in the Fiscal Fee System, the rules governing fee exemptions, proper use of forms necessary to make changes in the fee system and basic knowledge of the Fiscal Fee System computer program.
FS-3-06	3	Opening a Case	In this course we will cover the process of opening a case file including the required forms and documentation.
FS-3-07	1	Courtroom Procedures	This course will provide information on appropriate dress and conduct, being prepared and testifying that will enable any PPO to be a professional in court.
FS-3-08	4	Caseload Management	This course will provide the knowledge and teach the correct procedures for caseload management that is not taught in separate classes of the pre-service training.
FS-3-09	3	Interstate Compact Services	This course will provide an overview of general information and the rules regarding Interstate Compact for Adult Offender Supervision.
FS-3-10	6	Probation Violation Process	This course will allow all participants to become familiar with the probation violation process and all its procedures from investigating the violation through the revocation hearing.
FS-3-12	8	Parole Revocation Process	This course will provide an introduction to the parole revocation process.
FS-3-13	2	Overview of Sex Offenders	Whether you are a pre-sentence investigation writer, a probation parole officer (PPO) or a Programmed Supervision Unit (PSU) officer you will come into contact with sex offenders while working for the Tennessee Department of Correction (TDOC). This course is designed to give all participants a basic overview of which offenders are classified as sex offenders and what supervision requirements are mandated for sex offenders.
FS-3-17	2	Intro to Motivational Interviewing	This course introduces students to the concept of Motivational interviewing as one method used for lowering the recidivism rate by helping offenders change their behavior. This change is accomplished by motivating the offender to change.

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FS-3-18	2	Victim Sensitivity	Historically, Probation and Parole practices have been offender – directed and have ignored or passively responded to the concerns of crime victims. While offender supervision strategies are aimed at protecting the public as a whole from further victimization; the interests of individual victims are often lost under the mass of paperwork and growing caseloads of offenders. A victim would profit from understanding that offenders will be held accountable for their actions either through payment of restitution or other supervisory conditions. While the primary goal of TDOC is to enhance public safety, Probation and Parole agencies, sentencing courts and correctional facilities can and should provide services to victims of crime.
FS-3-19	1	Time Management	This lesson plan introduces field services officers to the essential time management tools needed to do long range planning and handle day to day projects and assignments.
FS-3-20	1	Drug Testing for Community Supervision	This lesson is designed to teach the Community Supervision Officer drug testing procedures in the office and in the field. Drug testing addresses a common criminogenic need for offenders. Substance abuse must be addressed as an interest for public safety, officer safety, offender accountability, and reduced recidivism. TDOC desires to deter the use of illegal drugs, identify those offenders who are in need of closer supervision and/or additional substance abuse treatment interventions, and enforce the rules of supervision.
FS-3-22	1	Child and Elderly Abuse	The purpose of this class is to ensure that the Community Supervision staff employed with the Tennessee Department of Correction receives the information necessary to effectively identify and report suspected child and elderly abuse within agency requirements and Tennessee law.
FS-3-23	3	Classification Overview	An overview of the classification process during intake, annual reclassification and special reclassification of offenders during their entire incarceration period.
FS-3-24	2	Criminal Thinking	The purpose of this lesson is to ensure staff employed by the Tennessee Department of Correction Community Supervision Division receives the information necessary to effectively receive the information necessary to effectively identify the beliefs that fuel common thinking errors and strategies to counteract those tactics.
FS-3-25	6	Graduated Sanctions and Incentives	This class is designed so that the participants will learn how to impose swift, certain, and proportionate sanctions for non-compliant behavior by an offender under Community Supervision in order to gain compliance without the offender returning to custody. In addition the participants will learn how to award incentives for offender positive behavior since it has been proven that people also respond well to positive reinforcement. Sanctions and incentives are complementary to effecting behavior change. This behavior change is the goal.
FS-3-26	4	Handcuffing for Community Supervision Officers	This course is designed to teach the employees how to safely and effectively use handcuffs.
FS-3-28	3	Mental Health Offenders	This class will discuss offenders that have mental illnesses and the issues these offenders must face. This class will cover how mental illness affects daily functioning such as employment, hygiene and housing. This class will cover the most prominent mental illnesses that affect offenders such as schizophrenia, bi-polar disorder, anxiety disorders and PTSD. This class will also cover medications taken for these disorders and the side effects these medications can cause. Finally, this class will discuss special considerations officers must be aware of when dealing with the mentally ill offender and best practices used to supervise them.
FS-3-29	1	Office Safety	Office safety can be more hazardous than is commonly thought since many incidents and/or accidents can occur during daily office routines and activities. It is policy that TDOC optimizes staff safety through the use of office and field safety plans. TDOC strives to maintain a safe place to work and to employ safe workers, it is the responsibilities of the Officer to conduct his/her work in a safe, responsible manner and immediately report all issues or incidents per TDOC policy. This lesson is designed to offer information and discussion regarding office safety and discuss policies and procedures related to office safety. This includes office safety, field safety and hazards in the workplace.

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FS-3-30	8	Personal and Home Searches Community Supervision	The overall safety and security of any officer relies greatly upon the ability and willingness of the officer to perform a thorough, effective search. This class takes an in-depth look at the proper procedures and performance of a frisk search as well as a home search.
FS-3-31	1.5	Non-Emergency Vehicle Operations (NEVO)	The course of instruction will familiarize the participant with Non-Emergency Vehicle Operations. National statistics show an increase in fatal crashes annually that could have been prevented with proper understanding in vehicle dynamics and education. To improve an individual's driving skills requires training and practice. This course is designed to familiarize participants with basic defensive driving techniques. Job specific responsibilities will be covered upon completion of the basic program. Each participant will be required to satisfactorily complete a driving course designed for their position.
FS-3-32	1	Rules of Supervision	To comply with the Tennessee Department of Correction's mission statement of providing effective community supervision in order to enhance public safety, the sentencing courts in probation cases and the Parole Board in parole cases impose a set of general conditions all offenders under supervision must abide by. These conditions or rules are designed to promote the lawful behavior of the offenders. In addition to the general conditions, the sentencing courts and the Parole Board may also impose special conditions unique to an offender's case. During this class we will review the procedural requirements regarding the rules of supervision and discuss the meaning of the general rules.
FS-3-33	2	Caseload Organization	Community Supervision staff will face hurdles in attempting to accomplish all the supervision goals they must meet each month. Staff are provided some tools to assist in their caseload missions. Officers should be prepared to see and understand some of the tools that will be encountered. Time management, prioritization of tasks, and attention to details are some of the skills that today's community supervision officers will utilize in helping make communities safer and reducing recidivism.
FS-3-35	1	ACA Orientation for Probation and Parole	In this course we will briefly describe how the American Correctional Association (ACA) relates to the Tennessee Department of Correction (TDOC). We will briefly discuss the process and benefits of ACA accreditation.
GEN-4-01	1	TDOC Overview	The Tennessee Department of Correction (TDOC) exists for the purpose of operating safe and secure prisons and providing effective community supervision in order to protect the public. The department fulfills its obligations through the incarceration of offenders in a variety of secured institutional settings and providing supervision of offenders in the community throughout seventeen (17) districts in the state. All facilities and the Tennessee Correction Academy are all fully accredited by the American Correctional Association. During this class participants will receive a basic overview of the agency, its mission, each institution, Community Supervision, and certain special programs.
GEN-4-02	1	Infectious Diseases/Bloodborne Pathogens	This lesson describes the various blood-borne and other pathogens that are contagious, including HIV, Tuberculosis, Covid-19, and Hepatitis. It covers the Exposure Control Plan and the use of Standard Precautions to prevent the spread of infection.
GEN-4-04		First Aid	This course is the First Aid component. This course is designed to prepare participants to respond to common sudden illnesses and emergencies, injuries, controlling external bleeding, and environmental emergencies. The course will culminate with a post test and participants who successfully complete all components will be issued an American Red Cross First Aid Certification Card.
GEN-4-05	2	Staff Teamwork	This course is designed to develop team building skills, assess and develop leadership ability and to train staff in the principles of team decision making and problem solving. It is also a way to improve inter-cultural relations awareness. The instructor will divide the class into teams. The instructor will then lead the teams through a series of exercises or challenges that will require the team members to make consensus decisions.

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GEN-4-06	2	Cultural Diversity	Cultural issues are personal; they get to the heart of what you think about people, but rarely reveal. We may fear that we will offend others if we voice our opinion or thoughts on racial, ethnic, gender, or other such issues. These issues may be hard to talk about, but we need to become more comfortable talking about and dealing with different cultures. We cannot pick and choose our co-workers, the people we supervise or even our neighbors. We must be able and prepared to deal effectively with a wide variety of people; the key word here is effectively. The purpose of this course is to explore ways to work with our cultural differences not let them be stumbling blocks.
GEN-4-07	1	Critical Incident Stress Management	Stress is a fact of life. In fact, life without stress is death. During a person's life they will encounter both positive (helpful) and negative (harmful) stress. This course will concentrate on negative stress. What are some signs of stress, its effects, and what may be done to deal with stress? We will try to determine individual vulnerability to stress and also individual current degree of stress. This course will also look at Critical Incident Stress and the unique problems this type of stress may cause.
GEN-4-08	3	Report Writing	This lesson plan introduces the students to what constitutes a written report and why it is essential to be clear and concise. They will be taught the role of written reports as used to effectively discipline inmates and defend themselves in legal processes. These principles will be presented through lecture, discussion, and practicums. The student will write two reports one of which will be a skills test.
GEN-4-09	2	Communication, Professionalism, Command Presence	This course is designed to examine what it takes to communicate well in a Corrections setting. Good communication is absolutely essential. We must be able to communicate with other staff and inmates as well as the public in order to complete our mission. We will also discuss the role professionalism and being a good role model plays in our day to day work. Last, but certainly not least, we will discuss the importance of maintaining a "command presence".
GEN-4-10	1.5	Role of Law Enforcement Unit	This course will focus on the responsibilities and authority the Law Enforcement (Internal Affairs) division has in all crimes and investigations occurring in any TDOC institution including investigating accusations of employee misconduct or criminal behavior. Key points covered in this course include investigative authority of the Law Enforcement Unit (LEU) over any crimes committed on TDOC property, power to take depositions, and their policy of turning any evidence of crime over to the local Attorney General's office for possible prosecution. The purpose of this course is to familiarize the new employee with the role and function of LEU. Major points will be: "how employees get in trouble", and conversely, "how to stay out of trouble."
GEN-4-11	2	Employee/Inmate Substance Abuse	Through the use of lecture, handouts, and class discussion the instructor and class will determine which drugs are currently most prevalent in Tennessee prisons as well as those most abused by our employees. Recognition of the prevalent drugs and common methods of concealment and introduction will be stressed. The class will then concentrate on the signs and symptoms of substance abuse, especially those previously determined to be most problematic in Tennessee. Alcohol abuse among correctional employees is the largest substance abuse problem due to stress. This course will also examine the overuse & misuse of prescription drugs. The class will include discussions about inmate drug testing procedures and appropriate disciplinary actions. The class will include the proper gathering of evidence and maintaining the "chain of custody".
GEN-4-12	2	Control of Contraband	The instructor will present a lecture component explaining the various types of contraband and methods of introduction into and concealment in the institution. An in depth review of Departmental Policy governing all types searches will be also conducted.
GEN-4-13	2	Inmate Rules and Grievances	Without a clear understanding of the rules which govern inmate life, the employee cannot provide the approved and necessary structure upon which our institutions depend. This course will review the issues concerning inmate responses to employees' enforcement of the rules. This course addresses inmate grievance procedures and the employee's responsibility to respond professionally to all inmate grievances. Further, the employee will learn that professional behavior is the primary technique in minimizing grievances.



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GEN-4-15	1	Volunteers - Their Impact	The purpose of this course is to acquaint employees with the volunteer program as it is set up in the Department of Correction and its impact on recidivism. Through a lecture and discussion session this course will inform the employee of the reason the department uses volunteers and the appropriate manner to process them in and out.
GEN-4-16	1	Victim Awareness	The trauma victims experience when encountering their offender is immeasurable. This class will examine and discuss the victim's experience and how we as a department may be able to minimize the trauma of the victim seeing their attacker again during parole hearings or other victim/offender program meetings. Professional, nonjudgmental demeanor of institutional staff toward visitors will also be discussed.
GEN-4-17	2	Work Ethics	This course is designed to look at what it takes to be an ethical employee. The course focuses on workplace values such as coming to work on time, being punctual with regard to lunch breaks, abiding by rules and policies, respecting co-workers, being productive and serving TDOC inmates in a positive manner.
GEN-4-18	2	Prison Rape Elimination Act	It is the policy of the TDOC to provide a safe, humane, and appropriately secure environment, free from the threat of sexual assault for all inmates, by maintaining a program of prevention, detection, response, investigation, and tracking of all alleged and substantiated sexual assaults. TDOC has a zero tolerance for incidences of sexual assault and sexual harassment within its facilities. As staff, you will handle many sensitive incidents, not the least of which will be sexual assault. This course will provide you with the tools needed for the detection, response, prevention, and reporting of actual or suspected sexual assault, sexual harassment or retaliation.
GEN-4-19	1.5	Sudden in Custody Death Syndrome	Correctional Officers have a limited and largely inadequate set of tools to use to safely subdue violent aggressive inmates, according to a recent analysis done by the National Law Enforcement Technology Center about in custody deaths. The Center discovered evidence that unexplained in-custody deaths are caused, more often than is generally known, by a little known phenomenon called positional asphyxia. Correctional Officers need to be aware why these deaths occur and how to prevent them. Through lecture/discussion and video presentation, the instructor will identify the factors found to cause positional asphyxia. Recommendations for assuring inmate safety and advisory guidelines for care of inmates will also be provided.
GEN-4-20	1.5	Overview of Rehabilitative Services and TRICOR	The Tennessee Department of Correction is committed to effective Rehabilitation of offenders. This is exemplified by the TDOC Mission Statement, (i.e. - To enhance public safety in Tennessee through incarceration and rehabilitation of felony offenders). It is a necessary component of a successful Correctional System to provide mechanisms (programs) while a person is incarcerated that will help them improve themselves to a point that re-offending is less likely. Thus both the offender and society are served by these programs. This course will provide an overview of the program offerings by the TDOC in order to address this mission of Rehabilitation.
GEN-4-21	2	Staff/Inmate Sexual Misconduct	Sexual misconduct by employees in the TDOC is an ongoing problem. This course is designed to define sexual misconduct and the type of behavior that constitutes sexual misconduct. The course will discuss inappropriate interactions between staff and inmates, the role of Internal Affairs when allegations arise and the possible consequences for an employee who engages in sexual misconduct with an inmate.
GEN-4-22	2	Legal and Professional Issues	This is a lecture and activity-based course designed to familiarize the new correctional employee with constitutionally protected inmate rights and the employee's professional responsibility as it relates to safeguarding those rights and professionalism. During the course, students will be given instruction on procedures for avoiding behavior or appropriately responding to inmate litigation.

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GEN-4-23	1.5	Recognizing Disturbances	A riot is one of the most devastating events that can occur in a correctional facility related to the destruction, the potential for injury or death to both staff and inmates and the long-term trauma for those who may have been held hostage. Correctional riots are a part of our history and unfortunately, they are potentially a part of our future. It is vitally important, therefore, that everyone working in a correctional facility understand riots and disturbances-what they are and how they can be prevented.
GEN-4-26	2	Financial Management	Many times in the Department of Correction, there are cases where officers may be tempted to cross professional boundaries for financial gain. The lure of an inmate offering money to bring in contraband may be considered by some as a quick fix to financial distress. One way to enable employees to resist this temptation is to coach and counsel them in the area of personal finance and budgets. Through lecture, discussion and small group exercise, this class is designed to assist correctional staff in analyzing and developing personal budgets which allow them to live within their means and resist short cuts which can result in professional disaster.
GEN-4-27	2	Effective Logbook Entries	Documenting routine and extraordinary events is part of virtually every Correctional Officer's daily duties. Almost every post will have a logbook and it is part of the Officer's responsibility to make sure all pertinent information is documented properly in the correct format. This block of instruction will start with a lecture describing what type of information needs to be written in the logbook and what does not. The use of slang or abbreviations will be discussed. The specifics of how things should be written will also be discussed. There will be an activity to further define the necessity of effective logbook entries.
GEN-4-28	2	Social/Cultural Lifestyles and Gender Issues of Offenders	This course will identify and examine the two social structures that exist in the prison setting; that of staff and that of inmates. The staff structure is based on policies and procedures, while the inmate social structure is more "informal" - based largely on feelings and values of the inmate population. The course will also cover both the employee code and the inmate code. The interaction between these two generally opposing groups will be addressed by some general rules that should be recognized and applied. This course will also provide a view of the unique differences that occur when dealing with female inmates as well as some of the reasons for these differences.
GEN-4-29	1.5	Security and Custody Level	During this course the participants will be given information and explanations regarding the security and custody level designations used by TDOC. This course is designed to help staff understand the custody levels of inmates and where they can be housed based on their security designation.
GEN-4-30	2	Working with Mentally Ill Inmates	Through interactive lecture, discussion and learner participation, the correctional staff will have a better understanding of how to work with inmates who are mentally ill as they come to understand the difference between and inmate who is "acting out" and an inmate whose behavior is often determined by their mental illness.
GEN-4-31	1	Mental Health Levels of Care	This course is designed to give correctional staff an overview of the Mental Health Levels of Care and the impact it has on the inmates, staff and the community.
GEN-4-32	2	Understanding Personalities	Know Thyself! For most of us this is easier said than done. This course of instruction is intended to accomplish the goal of self-recognition and identification of our own personality styles in our interactions with others. This course also recognizes the fact that there is no "best" personality style; that we are all "different"; that we are all a combination of styles; and that all contribute to the effectiveness of an organization.
GEN-4-33	2	Hostage Survival	This course is designed to teach the cadet how to enhance their chances for survival in a hostage situation and to educate them in some of the procedural responses involved in successfully resolving a hostage situation.
GEN-4-34	1.5	Crime Scene Protection	The most important aspect of evidence collection and preservation is protecting the crime scene. This is to keep the pertinent evidence uncontaminated until it can be recorded and collected. This course will discuss the basic information related to the protection and preservation of a crime scene.



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GEN-4-35	1	Effective Testimony	Correctional staff members, especially those in the Correctional Officer Series, are often called upon to provide testimony in inmate disciplinary procedures and sometimes in court. This class covers the best ways to be effective in the giving of that testimony (especially in court).
GEN-4-36	4	Security Threat Groups	This course of instruction is Law Enforcement Sensitive and not for dissemination to the general public. The following slides and content are graphic in nature. This lesson plan will provide the identifiers of gang membership, recognizing gang activity, and how to respond to gang activity within the TDOC.
GEN-4-37	1	Introduction to Incident Command System	In February of 2003, President Bush issued Homeland Security Presidential Directive (HSPD) 5. This directive required that The Department of Homeland Security develop and administer a National Incident Management System (NIMS). The idea behind NIMS is to provide a consistent nationwide template to enable all organizations to work together during a domestic incident. Until now, there have been no standards for domestic incident response that reached across every level of government and every response agency. This course is designed to provide correctional employees with an introduction to the system and information on how TDOC handles emergencies within the TDOC and to expect it's utilization during widespread emergencies, especially those involving multiple agencies. It is not intended to provide training for implementation.
GEN-4-38	2	Verbal Self-Defense (BCOT)	This course is based on the concepts presented in Verbal Judo. Most confrontations with offenders are verbal and if handled properly by the officer (or other staff) are not likely to escalate into a physical attack. The problem is that we as correctional employees often let our ego, our biases, or personal feelings determine how we respond to a situation. These types of responses are not only unprofessional; they are likely to result in making the situation worse, even resulting in a physical attack. When we resort to these types of responses, it may be said (accurately) that the results are "our own fault." This course will provide the correctional employee with many valuable verbal "do's and "don'ts" during confrontations with inmates.
GEN-4-38b	2	Verbal Self Defense (Community Supervision)	This course is based on the concepts presented in Verbal Judo. Most confrontations with offenders are verbal and if handled properly by the officer (or other staff) are not likely to escalate into a physical attack. The problem is that we as correctional employees often let our ego, our biases, or personal feelings determine how we respond to a situation. These types of responses are not only unprofessional; they are likely to result in making the situation worse, even resulting in a physical attack. When we resort to these types of responses, it may be said (accurately) that the results are "our own fault." This course will provide the community supervision employee with many valuable verbal "do's and "don'ts" during confrontations with offenders.
GEN-4-39	2	Counseling Skills	All staff that interacts on a regular basis with offenders has daily opportunities to encourage them to change their thinking and subsequently their behavior by implementing a variety of techniques. Cognitive-behavioral therapy is one of the techniques that can be used as part of the effort to rehabilitate inmates. This type of technique is used in a variety of treatment programs and other staff can support that effort if they are knowledgeable of how it works. Cognitive-behavioral therapies combine cognitive and behavioral techniques to help offenders to identify and correct faulty thinking as it relates to behavior.
GEN-4-41	2	Interpersonal Communication	Correction is a business that is filled with many challenges and hazards. This is especially true for new employees. You need to realize that Interpersonal Communication is the foundation for your success and survival as a correctional employee. Utilize and develop these Interpersonal Communication Skills and your job will be easier and your effectiveness greater.

**Attachment 4: Courses Currently Offered via the LMS/Tablets Including Descriptions and Lesson Plans**

Course Code	Hrs	Course Title	Course Description
GEN-4-42	2	Shared Security	Regardless of job classification, every correctional employee's primary concern must be the safety and security of the institution. Inmates can and will take advantage of non-security staff members to acquire items of benefit to attempt an escape, obtain contraband, or just to be the recipient of "favors". Non-security personnel do not receive the degree of training on security issues that is provided to correctional officers. Unfortunately, neither do they have the daily reinforcement of the importance of security concerns. This class is designed to emphasize the importance of security to all personnel, regardless of job classification.
GEN-4-43	1	Suicide Prevention and Intervention	This course satisfies the mandatory in-service training requirement for suicide prevention. It provides information about those who are at risk for suicide, the myths and warning signs, and how we can help those who are suicidal.
GEN-4-44A	1	Respectful Workplace TDOC Refresher	The purpose of this workshop is to help you understand the policy statement of the state of Tennessee in regard to preventing workplace discrimination and harassment and to gain specific knowledge needed to create and maintain a respectful workplace.
GEN-4-45	3	Problem Solving/Decision Making	Problem solving and decision making are a natural part of a supervisor's workday. Changes in policy, procedures and people are occurring constantly. This module will address techniques for creative and proactive problem solving. It will cover six reasons that problems are hard to solve and will introduce the Ishikawa (fishbone) problem solving design to the participants and show them eight benefits to using this approach to solve problems.
GEN-4-46	1	COMET Login/Overview	This block of instruction will cover the basic skills of logging into the TDOC system in order to access COMET. The skills learned here will include understanding where to find the comet icon, what information is required for its use, and where to go and how to start the program if the icon is not present. This time can also be used to ensure that everyone's' BI number is active for use within COMET.
GEN-4-48	1	COMET Offender Search Procedure	This course of instruction is designed to give the student an overview of the steps involved in searching for an offender in COMET.
GEN-4-49	1.5	COMET Offender Pages/Reports	In this lesson we will be describing and demonstrating the Offender reports module which allows the end user to review and generate numerous reports, as well as search for and review previously documented reports.
GEN-4-50	1	COMET Counts	This course will assist and demonstrate the way to complete Population Count in the COMET system. This course will demonstrate how to locate, add, and submit population count. By the end of this course, participants will able to navigate and conduct a proper count and successful submission.
GEN-4-51	2	COMET Incidents	In this lesson we will be describing and demonstrating the Incident module which allows the end user to submit incident reports, as well as search for and review previously documented incidents.
GEN-4-52	2	COMET Discipline	In this lesson we will be describing and demonstrating the Incident module which allows the end user to submit incident reports, as well as search for and review previously documented incidents .
GEN-4-54	1	Nutrition	Through lecture and group discussion, this class is designed to assist correctional staff in creating and understanding the importance of nutritional goals which will allow them to make healthy dietary choices to give them the fuel and energy required while working in a physically and mentally demanding field. By the end of class, you will be able to list and discuss the six nutrients, how proper nutrition fuels the body for performance and how poor nutrition affects good health.
GEN-4-55	1	Orientation for Pre-Service Classes	Participants are welcomed to the training environment and are acclimated to the Academy campus, advised of Academy Rules and Regulations, and are provided with the academic program overview/expectations.
GEN-4-56	1	Orientation for Specialty Classes	Participants are welcomed to the training environment and are acclimated to the Academy campus, advised of Academy Rules and Regulations, and are provided with the academic program overview/expectations.
GEN-4-57	2	Overcoming Manipulation	This lesson plan will discuss the tactics of manipulation utilized by inmates and risk factors associated with vulnerable staff.

**Attachment 4: Courses Currently Offered via the LMS/Tablets Including Descriptions and Lesson Plans**

Course Code	Hrs	Course Title	Course Description
GEN-4-58	2	Physical Techniques/Physical Fitness	Officers under the direction of the Commissioner of the Tennessee Department of Correction have specific duties to perform. These duties may require Arrest and Control, Use of Force, Lifting, Pulling, Pushing, Carrying, Ascending/Descending Stairs, Jumping, Avoiding Obstacles, Balancing, Agility, Running and Standing. As such, Officer should maintain a level of physical fitness to be efficient, safe and for the prevention of injuries while performing their duties. Additionally, a level of fitness will increase the Officers ability to perform competently during stressful situations.
GEN-4-62	2	Street Drug Awareness	This course will cover the common forms of ingestion, basic pharmacological effects upon the user and a physical description of some common street drugs in order to aid in their recognition.
GEN-4-63	1	Surviving an Active Shooter Event	Through lecture, guided group discussion and group activity, this lesson addresses appropriate courses of action for unarmed office employees confronted with an active shooter event.
GEN-4-64	4	Exterior Disturbances	This class is designed to familiarize students with the basic formations used for exterior disturbances and how to integrate them with available less lethal weapons. It will also cover how to select formations and integrate other crowd control elements based on the threat level posed by demonstrators.
GEN-4-67	1	Fentanyl Exposure and Narcan Training for Opioid Overdose	This class is designed to familiarize TDOC employees with the drug Fentanyl, its legitimate medical uses, potential for abuse, the threat it poses to TDOC, and how to respond to potential contact.
GEN-4-68	1	Gender Specific Trauma	This instruction will help introduce Gender Specific Trauma; The Informed Approach, to staff using some examples of what types of traumatic events inmates have been victim to, the relationships between trauma and behavior, and some suggested interventions.
GEN-4-69	1	Hepatitis A	The course gives information about Hepatitis A; how it is spread, risk factors, vaccinations available, signs and symptoms of the disease, and how to prevent spread of the disease.
GEN-4-70	1.5	Visitation	Many, if not most, Correctional Officers will at some time in their career be assigned to work visitation. It is important that these officers not only be extremely knowledgeable in post orders and policy but also be skilled in personal interactions (i.e. customer relations). The visitation officer must realize that attitudes have to be adjusted when working with the public. This course is intended to furnish insight into proper responses to visitor problems and proper interaction with inmate visitors. This block of instruction will start with a lecture/guided discussion/video on what new correction officers can expect when they return to their facility and are assigned to work inmate visitation.
GEN-4-70b	3	Visitation for Supervisors	This course is designed to provide visitation supervisors with policy review and updates as specified in policy 507.01.
GEN-4-71	1	Accident/Injury and Incident Reporting Refresher	Incidents which occur within the Tennessee Department of Correction (TDOC) jurisdiction concerning the safety and security of the facility, community, staff, and inmates, or which may result in media attention, shall be reported on a regular basis according to the procedures set forth as listed in Section VI.(G) of policy 103.02.
GEN-4-72	1	Inmate Pay and Attendance	In this block we will describe the details of Policy #504.04 and how it governs Inmate Pay and Attendance
GEN-4-73	1	Driver Safety Training Refresher	Safely driving in your personal vehicle or a state vehicle is the goal of this driving program. Getting from point A to point B safely is our highest priority. This program was developed by the Tennessee Department of General Services Vehicle Asset Management which oversees the 6500 vehicles driven by over 43,000 state employees.
GEN-4-74	1.5	Religious Property	This class is designed to provide participants with an insight as to the different religious property that inmates are allowed in their cells and what items can be used for religious reasons during services. The class will provide information regarding policy #118.01.

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Course Code	Hrs	Course Title	Course Description
HR-5-01	1	Drug Free Workplace	The Tennessee Department of Correction has a Drug-Free Workplace policy of which all employees should be aware. This course will review the policy and education of employees, including consequences of non-adherence, drug and alcohol testing procedures, impact of substance abuse for employees and employers, and criteria for reasonable suspicion.
HR-5-02		Respectful Workplace	A Guide to Preventing Workplace Discrimination and Harassment Manager and Staff Version
HR-5-03	1	Employee Assistance Program	This course is designed to familiarize new TDOC employees with the services offered to them by the Employee Assistance Program as well as the methods to access them. The class will discuss the various problems/issues the EAP is designed to address in order to assist employees. This program is available to all state employees at no charge.
HR-5-03s	1	Employee Assistance Program for Supervisors	During this course participants will learn what Employee Assistance Program (EAP) is, how to access the program, what services are provided and how it can be used as a tool for managers. Furthermore, the three referral levels and the steps to follow will be explained.
HR-5-04	1	Title VI	This lecture-based course provides the student with information regarding the intent and scope of coverage of Title VI of the Civil Rights Act of 1964, as well as correction-specific program applications. Prohibited practices and complaint procedures are identified, and policy provisions are thoroughly addressed.
HR-5-06	2	Drug-Free Workplace for Supervisors	Supervisors receive the basic (1 Hour)"Drug Free Workplace" course for line staff as a part of Day 1 Core training. This course provides additional information for supervisors since they are charged with determining reasonable suspicion.
DT-6-01	1	Introduction to Defensive Tactics	This is the first module of self-defense training. During this class the participant will be instructed in the use of force continuum and the TDOC policy regarding the use of force and the safety considerations for the hands-on portion of the training.
DT-6-03	2	DT3: Use of Force and Basic Restraints	The student will receive instruction to utilize the correct amount of force when applying basic restraints.
DT-6-07	4	DT7: Chemical Agents (BCOT)	This course introduces students to the use and effects of aerosol chemical agent through lecture, demonstration and practical application.
DT-6-07a	5	DT7: Chemical Agents (Community Supervision In-Service)	This course introduces students to the use and effects of aerosol chemical agent through lecture, demonstration and practical application.
DT-6-07b	5	DT7: Chemical Agents (BPOT)	This course introduces students to the use and effects of aerosol chemical agent through lecture, demonstration and practical application.
DT-6-07c	1.5	Chemical Agents (Adult Security Staff)	This course introduces students to the use and effects of aerosol chemical agent through lecture, demonstration and practical application.
DT-6-08	2	DT8: Cell Extraction Overview	This course introduces participants to the cell extraction process through lecture. This course is an overview of Cell Extractions, why they are done, a description of the team members and what their duties are as well as what type of equipment is used.
DT-6-09	4	Use of Force Continuum	This course will provide the student with an understanding of the use of force continuum, its Constitutional and historical foundations, its purpose as it relates to TDOC policies regarding permissible force, and the conditions under which force may be used. It will also cover how the use of force continuum factors into the decision-making process via the use of force matrix and provide guidance for completing the narrative section in the resulting TDOC documentation in incidents where force is used.
DT-6-10	2	Use of Force Report Writing	The instructor will explain the Use of Force paperwork through lecture, discussion and practicum. Students will learn each step that must be completed after a Use of Force Incident. Students will learn to complete CR-3817, CR-3818 and have an overview of CR-3820.
DT-6-11	1.5	Use of Force Law	This course will provide the student with an understanding of the use of force law, its Constitutional and historical foundations, and its purpose as it relates to law enforcement and the correctional officer's role within the criminal justice system.

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Course Code	Hrs	Course Title	Course Description
DT-6-13	1	Therapeutic Restraints Overview	While mental health staff and medical staff are provided with the skills necessary to minimize the use of mental health restraints and their subsequent implementation, it will be the correctional staff who are the most likely to actually apply the devices. Through the use of lecture and guided group discussion, the instructor will present an overview of some of the areas covered in policy. Some staff may be required to attend more intensive training that may be delivered either at their institution or at the Tennessee Correction Academy.
IS-7-20	2	Assignment Officer Training	This course will be based around policy 506.22, Security Staff Assignments and who is responsible for them, the Assignment Officer. This course will break down the policy and help staff have a better understanding of their responsibilities.
IS-7-21	1	Restrictive Housing	This class is designed to provide participants with an insight as to the need for segregation of certain high-risk inmates and the different types of segregation that are utilized by the department of correction. It will also identify restraint requirements, activities and privileges, housing and hygiene provisions, personal property and documentation requirements of segregated inmates.
IS-7-22	1	4 Minute Response, HIV, AIDS, TB PP	This course satisfies the mandatory TCA employee annual in-service training requirement, instructing the employee in how to be a 4 Minute Responder. It informs the employee of current health issues that we should be aware of in the correctional and training setting. It informs the employee as to the location and purpose of first aid items and equipment needed in an emergency situation and how to effectively care for an injured or sick individual. The employee is educated about various common diseases, and disease prevention.
IS-7-25	3.5	In-Service Semi-Automatic Pistol	This course serves as a refresher for those staff who has been previously qualified with the .40 caliber semi-automatic pistol. Through lecture and demonstration, a certified firearms instructor will review the Department's policies on the "Use of Deadly Force", "Use of Force", "Standard Firearms Qualification", and the safe and proper operation of the weapons. Participants will demonstrate their knowledge of these firearms issues by attaining a minimum score of 80% on a written examination
IS-7-28a	1.5	Emergency Operations Plan (TCIX)	This course will give basic knowledge of the TCIX Institutional EOP and familiarize participants with the reasons for the EOP and what it covers.
NS-9-03	2	Effective Communication	Communication is a vital aspect of any manager's job. The ability to communicate effectively, both oral and written, is a key fundamental for any manager. This module is designed to examine the different fundamentals of communication and to offer guidance for communicating effectively. This course will offer key behaviors that will assist managers in building effective communication skills.
NS-9-07	2	Getting Effective Information	In this module, you will learn some powerful language skills that will assist you in becoming more masterful in obtaining the information you need.
NS-9-08	3	Teams and Groups	This class addresses the importance of team development for a manager. It will discuss the twelve elements of a successful work team and will outline key skill and behaviors related to those elements.
NS-9-09	1	Americans with Disabilities Act	In this block of training we will discuss "disabilities, major life activities, reasonable accommodations, undue hardship, and essential functions" as they pertain to the persons that fall under the disabled classification as defined by the Americans with Disabilities Act (ADA) enacted in 1990. In addition, we will discuss the mandates of Title I-Employment, Title II-Public Service, Title III-Public Accommodations, Title IV-Telecommunication, and Title V-Miscellaneous.
NS-9-10	1	Professional Ethics	Merriam-Webster defines ethics and morals as: The principles of conduct governing an individual or a group is ethics. Morals are defined as: of or relating to the principles of right and wrong in behavior. In today's workplace, just knowing what is right can be complicated. It seems that with so many entities telling us what is right and what is wrong, that we feel that we are drifting into uncharted ethical waters. This course will offer insights on maintaining integrity in the workplace by establishing ethical standards to serve as anchors to keep us from drifting away from what is right.
NS-9-12	1	Preparing to Supervise	Through guided discussion and a structured activity, this course allows the newly appointed supervisor to develop an action plan to assist them in their future supervision and leadership roles.

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Course Code	Hrs	Course Title	Course Description
NS-9-13	2	Fundamentals of Management	The purpose is to familiarize or re-familiarize managers in the fundamental elements found within leaders. This brief overview provides insight into styles of leadership; types of leadership; command presence; total quality management; and use of power. Participants are encouraged to practice self-reflection and determine the leader they are destined to become.
LD-10-06	2	Team Building	Participants are provided the foundational framework for the creation and facilitation of teambuilding environments. The participants are given exercises and are encouraged to use the strategies in the course to successfully meet the objectives of the exercises as a team.
SA-11-14	2	Conflict Resolution	Conflict is a fact of life in both personal and professional arenas. Managing conflict in the workplace is extremely important in order to create a safe working environment, both mentally and physically, and to sustain productivity. This module will address six different sources of conflict and suggest self-assessment tools that can help managers understand their response to conflict.
T4T-12-01	1	Icebreakers	When one is learning to instruct or facilitate a class, you have to know how to start the learning process. In this section we are going to teach you how to introduce the classroom material and also how to integrate icebreakers into the learning environment.
T4T-12-02	2	Roles and Responsibilities	In this program participants will learn key attributes of being an effective instructor, how to properly instruct, and facilitate a classroom. Participants will be instructed about the importance of their roles and responsibilities as instructors, and how it effects and enhances the learning process.
T4T-12-03	1	Instructor Etiquette	Practicing good instructor etiquette will allow the class participants to see the instructor as a professional and will create a successful learning environment. Whether you are a novice or an experienced instructor, it is always helpful to review instructor etiquette, which is exactly what will take place during this class.
T4T-12-05	2	Presentation Skills	Participants learn how to prepare for a presentation, the guidelines of delivery, how to use effective presentation strategies, and how to best handle disruptive behavior.
T4T-12-08	2	Training Aids	This course is designed to learn the best guidelines for each of the mentioned training aids. As you know, an effective presentation includes materials that support the content. Such materials include power point, handouts, a flipchart, overheads, videos, or chalkboard /whiteboard. Training aids should be helpful to the instructor, not used as a crutch and not to provide text for the instructor to read. With so many different features and options, especially with power point, we have to remind ourselves of the old adage: "Just because you can, doesn't mean you should."
T4T-12-14	2	Team Synergy	Participants are provided the foundational framework for the creation and facilitation of teambuilding environments. The participants are given exercises and are encouraged to use the strategies in the course to successfully meet the objectives of the exercises as a team.
T4T-12-15	2	Role of the Instructor Legal Aspects	At the completion of this class instruction, you will have the knowledge and tools to instruct general topic classes. You will be aware of the guidelines mandated by the Department of Corrections and Community Supervision. Following these guidelines and lesson plans will ensure that the students you instruct will have proper up to date information and you, the instructor, will reduce the chance of legal litigation.
ATO-14-01	1	Custody Level Transport	In this course, the transportation officer will become familiarized with the custody levels of offenders and understand the importance of custody supervision guidelines pertaining to the transportation aspect of offenders.
ATO-14-02	1	Loading and Unloading Vehicles	This course will focus specifically on loading and unloading the passenger vans and busses covering safety precautions and measures apply to vehicles of any size and capacity within policy and authorized procedures as a transportation officer.
ATO-14-03	1	Proper Chase Procedures	The proper procedures for the transportation and escort of inmates are an important function of any correctional system. Of primary importance during the transportation of inmates is both officer and inmate safety that also adequately protects the public. This course will concentrate on transportation rules and procedures and the proper way to escort inmates in various situations. There will also be a component on the search of transport vehicles.



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Course Code	Hrs	Course Title	Course Description
CIT-15-06	1	CIT Introduction	This class will get the students an introduction overview of the different working parts of the Crisis Intervention Team Program. These areas will discuss why CIT?, CIT training implementation, knowledge building, personal contact, skills building and problem solving.
CIT-15-11	1.5	CIT Self Care Correctional Fatigue	In this course we will look at the stress created on a person in this profession, how to identify and tips on how to prevent and reduce that stress.
CIT-15-12	1	CIT Substance Use Disorders	This class will get the students an introduction overview of different substance abuse treatment and understanding addiction itself. A review of substance use facts in Tennessee will allow the student to have a clear understanding of how drug use in our prison system has affected offenders, staff, and outside stakeholders.
IJC-17-01	2	Career Pathways	A career pathway is a collective of education and work experiences that allow an offender to obtain skills that will help him/her to be better prepared for free world employment.
IJC-17-02	1	Information Sharing and the H:Drive	It is important to be clear in what information you need and what information you are sharing as well as knowing what to put in the public drive.
IJC-17-03	1	Inmate Job Files	This course covers the policies associated with inmate jobs files and explains why it is important that we keep inmate jobs files
IJC-17-04	1	Inmate Jobs Coordinator Reports	This course covers the various reports used by the inmate jobs coordinator
IJC-17-05	3	Inmate Pay	This course covers the aspects associated with inmate pay
IJC-17-06	3.5	Inmate Jobs Policy Review	This course reviews the policies associated with inmate jobs
IJC-17-07	1.5	Specialty Jobs	This course covers the policies associated specialty jobs and identifies key requirements for specialty jobs
IJC-17-08	1.5	Universal Job Descriptions	This course covers the aspects of universal job descriptions