

INTRODUCTION TO CORRECTIONAL TECHNIQUES Phase I

Week 1 – Monday, July 8, 2019		
Time of Class	Class	Instructor(s)
7:30 am - 10:00 am	- Introduction to the BOP (1) - Administrative In-Processing (8) (Thrift Savings Plan/Performance Appraisal/Leave Procedures/U.S. Constitution Initiative/Text Messaging While Driving/Reasonable Accommodations Manual)	Human Resources
10:00 am - 11:00 am	- Welcome Remarks - Employee Conduct & Responsibility/Ethics (9)	Executive Staff
11:00 am - 11:30 am	LUNCH	
11:30 am - 2:00 pm	- Mission of the BOP (2) -The Community and the BOP (5) -Organization of Institutions (6) -Institution Tour (7)	Executive Staff
2:00 pm - 4:00 pm	-Abusive Behavior Prevention & Intervention Program (44) Sexual Harassment/Abuse Prevention & Sexually (PREA) CPG-0230-BXX - Suicide Prevention - Employee Assistance Program -Domestic Violence, Sexual Assault and Stalking GNR-0523-GXX	██████████ Chief Psychologist ██████████ Forensic Psychologist
Week 1 – Tuesday, July 9, 2019		
Time of Class	Class	Instructor(s)
7:30 am - 8:00 am	Legal Responsibilities of Staff Report of Wrong Doing; whistleblower LGL-0321-GXX	██████████ Supervisory Attorney
8:00 am - 11:00 am	- ISM Overview (Mailroom/R&D/Property) - Supervisor Responsibilities (25) - Processing Incoming Telephone Calls (21) - Classification of Inmates/Central Inmate Monitoring (19) - Monitoring Inmate Mail (34)	██████████, CMC ██████████, Unit Manager
11:00 am - 11:30 am	Lunch	
11:30 am – 1:00 pm	- Diversity Management (25) HRM-0120-BXX	██████████, Lt, ██████████,

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	- SHU Training CSV-0702-BXX	Plumbing Supervisor
1:00 pm - 4:00 pm	- Drug and Alcohol Testing (33) - Monitoring Inmates' Telephone Calls (37) - BOP Hostage Policy (11) (Emergency Plan Review)	SIS Office

Week 1 – Wednesday, July 10, 2019

Time of Class	Class	Instructor(s)
7:30 am - 8:00 am	Affirmative Employment Program HRM-0020-BXX	██████████ Executive Assistant
8:00 am - 9:00 am	Inmate Programs (3)	██████████ SOE
9:00 am - 10:00 am	Reentry Initiative (4) BOP Re-Entry Strategy – “Game of Life”	██████████, CMC
10:00 am - 11:00 am	Information/Computer Security (43) IPD-0010-BXX Basic Records Management Training Staff/Contractors IPD-0200-BXX	██████████, CSM
11:00 am – 11:30 am	Lunch	
11:30 am – 12:00 pm	Union	Union Rep.
12:00 pm - 3:00 pm	- Communicable Diseases (32) - Basic First Aid (31) and Health Check - Managing Elderly Inmates (46) GNR-0158-BXX	██████████, AHSA
3:00 pm - 4:00 pm	Trauma Informed Correctional Care RSD-0100-BXX COOP, WMD (videos) CSV-0387-GXX, CSV-0388-GXX Video (20 min) Managing Inmates with Disabilities CPG-5051-BXX Q&A (Administrative In-Processing)	Human Recourses

Week 1 – Thursday, July 11, 2019

Time of Class	Class	Instructor(s)
7:30 am- 8:00 am	Feeding Overview at MCC New York (Video Tape)	Food Services
8:00 am - 10:00 am	-Tool and Key Control (16) CSV-5141-BXX -National Protective Vest Procedure CSV-0708-BXX -Controlling Inmates Use of Tools (24) -Staff Locker Information/Staff Boot Truck/Staff Vest	██████████ Lock & Security Officer <small>SDNY_00008389</small>

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10:00 am - 11:00 am	Discrimination and the EEO Process	██████████ EEO Counselor ██████████ Executive Assistant
11:00 am - 11:30 am	Lunch	
11:30 am - 12:00 pm	Employees' Club	Employees' Club
12:00 pm - 3:00 pm	- Using Fire Extinguishers and Hoses (39) - Evacuating Staff and Inmates (40) -Safety Overview Globally Harmonized System of Classification SFT-0430-BXX SCBA Video & Fit Test SFT-0391-BXX	██████████, Safety Manager ██████████ Environmental & Safety Compliance Specialist
3:00 pm - 3:30 pm	Overview of Religious Issues	██████████ Chaplain
3:30 pm - 4:00 pm	Individual Personal Protection (12)	Human Resources

Week 1 – Friday, July 12, 2019

Time of Class	Class	Instructor(s)
7:30 am – 11:30 pm	- Institution Disturbances (30) - Disturbance Control Equipment/Practical Exercise	DCT Instructor
11:30 am - 12:00 pm	Lunch	
12:00 pm - 4:00 pm	- Self Defense	Self Defense Instructors

Week 2 – Monday, July 15, 2019

Time of Class	Class	Instructor(s)
7:30 am – 11:00 am	-Use of Force (10) -Emergency Communication Devices (13) (Proficiency Documentation Required) -Identifying Contraband (14) -Accounting for Contraband (15)	Training Lieutenant
11:00 am - 11:30 am	Lunch	

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11:30 am - 4:00 pm	<ul style="list-style-type: none"> -Counts, Checks, and Accountability Resources (17) (Proficiency Documentation Required) -Exercise: Logs/Memorandums/Incident Reports Writing (26) (Writing Sample Required) -Administering Pass System – Call Outs (18) - Front Entrance/Visiting Room Procedures & Supervising Inmates Visits (20) -Detection Devices (29) – (Proficiency Documentation Required) 	Training Lieutenant
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Week 2 – Tuesday, July 16, 2019

Time of Class	Class	Instructor
7:30 am - 11:30 am	<ul style="list-style-type: none"> -Conducting Area, Pat and Visual Searches (21) -Conducting Searches(22) -Use of Restraints (35) -Escorting Inmates (36) -Conducting Daily Safety Checks (38) -Conducting Daily Security Checks (23) -Control Center Overview (41) 	Training Lieutenant
11:30 am - 12:00 pm	Lunch	
12:00 pm - 4:00 pm	CPR Certification (45) GNR-0147-BXX Health Care Provide with BLS GNR-0148-BXX	CPR Instructors

Week 2 – Wednesday, July 16, 2019

Time of Class	Class	Instructor(s)
7:30 am - 11:30 am	-Oleoresin Capsicum (OC) Aerosol Spray Training CSV-0707-BXX	[REDACTED] Plumbing Supervisor
11:30 am - 12:00 pm	Lunch	
12:00 pm - 1:00 pm	-NIMS	[REDACTED], Captain
1:00 pm - 2:00 pm	Working with Female Offenders (43) CPG-0540-BXX	[REDACTED], Unit Manager

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2:00 am - 4:00 pm	Managing Female Offenders eZexam	Human Resources
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Week 2 – Thursday thru Friday, July 18-19, 2019

Time of Class	Class	Instructor(s)
8:30 am - 4:30 pm	<p align="center">ON-THE-JOB TRAINING</p> <p align="center">ALL CLASS PARTICIPANTS WILL WORK A CUSTODY POST REGARLESS OF THEIR POSTION</p> <p align="center">Conduct Count</p>	Training Lieutenant

Week 3 – Monday thru Thursday, July 22-25, 2019

Time of Class	Class	Instructor(s)
8:30 am - 4:30 pm	<p align="center">ON-THE-JOB TRAINING</p> <p align="center">ALL CLASS PARTICIPANTS WILL WORK A CUSTODY POST REGARLESS OF THEIR POSTION</p> <p align="center">Conduct Count</p>	Training Lieutenant

Week 4 – Friday, July 26, 2019

Time of Class	Class	Instructor(s)
7:30 am - 8:00 am	Administrative Q&A	Human Resources
8:00 am - 11:00 pm	<u>TEST -</u> ICT, PHASE I	Human Resources
11:00 am - 11:30 pm	LUNCH	
11:30 am - 12:00 pm	STA Travel/Transit Check/Parking Pass	██████████
12:00 pm - 1:00 pm	Preparation of Staff Training Academy (27)	Human Resources
1:00 pm - 2:00 pm	Return to Medical Department for Final Physical	Health Services
2:00 pm - 4:00 pm	BOPLearn Mandatory Training Videos, Review Test,	Human Resources

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Closeout -Graduation/Certificates, Evaluations/Post Assignments	
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-END OF CLASS-

WELCOME TO THE BUREAU OF PRISONS!

