



**STATE OF MARYLAND
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DEPARTMENT OF PUBLIC SAFETY
AND CORRECTIONAL SERVICES
GARY D. MAYNARD, SECRETARY
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**Maryland Police and Correctional Training Commissions
Charles W. Rapp, Executive Director**

**COMMUNITY CORRECTIONS IN-SERVICE TRAINING
COURSES AND SCHEDULE
SPRING 2012**



CSU In-Service Training Schedule

Introduction

The Community Supervision Unit is pleased to announce the in-service training program for the period of January through June of 2012. All programs in this booklet are open to all staff (unless otherwise noted) and have been approved by the Maryland Police and Correctional Training Commissions (MPCTC). Successful completion of an approved course will be credited toward the MPCTC 18 hour in-service training requirement for mandated employees.

Arriving late to training is very disruptive to the class. All training classes listed in this booklet are scheduled to begin at 9:00 am or 1:00 pm. If you arrive after training begins, you run the risk of the instructor refusing your admittance to the class.

Inclement Weather Policy (for classes listed in this booklet)

If the elementary/secondary school system in the county where the training class is being held is closed or delayed in any fashion, then the training class will be cancelled. In addition, students may call the Snow Line at 410-875-3784.

Registration and Cancellations

All classes will now be registered online through MPCTC. Employees must make all training requests through their immediate supervisors via email. All programs have limited enrollment. If an employee must cancel, please do so through his/her immediate supervisor at the earliest possible date.

Testing Process

The MPCTC regulations on in-service training require that participants in a class be evaluated. All classes that have been certified by MPCTC will have a written examination comprised of True/False, Multiple Choice, Essay and/or a Performance Test in which the participant must demonstrate proficiency in a skilled area. Participants must achieve a score of 70% on written examinations and/or be rated satisfactorily in all areas to pass a performance test. A participant needs to be present for the entire class in order to take the test. Individuals who do not pass the test will be contacted by the Trainer in order to arrange for a re-test.

Dress Code

Unless otherwise stated, Level 1 dress code is required for all training classes.

Training Records

Attendance and successful completion will be recorded based on the class roster. Only training received outside of the Division should be forwarded to the Training Unit. This includes the CN3 and CN5 classes. Please fax the required form immediately upon successful completion of a program to 410-875-3582, attention to the Community Supervision Unit.

Online and CD Training Classes Available

The Following Classes Are Available Online or Via Training CD:

-Please fax the tests for these to 410-875-3582, attention to the Community Supervision Training Unit. If you have any questions, you may contact any of the trainers.

1. ***Driver Improvement*** (on-line) – 3 hours – Approval Code C-11571
2. ***CSU Kiosk On-Line Training*** (on-line) – 1 hour – Approval Code C-11175
3. ***DJS ASSIST Training*** (on-line) – 3 hours – Approval Code C-11596
4. ***Elder Abuse Awareness*** (Training CD, Available in Each Office) – 3 hours – Approval Code C-11300.

Training Hours for Support /Clerical Employees

The requirement for clerical and support employees is six (6) hours of job related training. These hours do not need to be MPCTC approved.

TRAINING SCHEDULE

Ignition Interlock (Approval Code C-11479)

-NOTE: This class is only 3 hours. The second half of each below listed date has the **Understanding Inmates' Early Release Credits** class scheduled, and requires a separate student registration to attend.

Description: *(3 hours)*

This class will review the appropriate CSU policies, procedures, general orders, and forms utilized in the supervision of offenders ordered to have Ignition Interlock devices installed on motor vehicles. The training will also review the approved Maryland vendors and how to access reports for each vendor.

Audience: All Staff

Time: (am) 9:00 – 12:00

Dates and Locations:

Feb. 16	(am) Public Safety Education Training Center, Sykesville, MD
Mar. 26	(am) Public Safety Education Training Center, Sykesville, MD
May 16	(am) Public Safety Education Training Center, Sykesville, MD
June 11	(am) Public Safety Education Training Center, Sykesville, MD

Case Management of the Mentally Ill Offender (Approval Code C-10162)

Description: *(6 hours)*

The class will consist of an overview of supervising Mental Health Offenders, including identifying various mental health diagnoses. This class will also review the pros and cons of an offender taking various mental health medications.

Audience: All Staff

Time: 9:00 – 4:00

Dates and Locations:

Feb. 29	Public Safety Education Training Center, Sykesville, MD
March 19	Public Safety Education Training Center, Sykesville, MD
April 2	Public Safety Education Training Center, Sykesville, MD
May 14	Public Safety Education Training Center, Sykesville, MD
June 18	Public Safety Education Training Center, Sykesville, MD

TRAINING SCHEDULE

Staff Safety In and Around the Office (Approval Code C-11308)

Description: *(6 hours)*

This class will review office/staff safety from the moment an offender enters a CSU office until the offender leaves. There will be a review of any General Orders/Policy pertaining to arrests made in an office setting. It will also review identifying offenders potentially carrying weapons. The class will also include a brief overview of personal safety, starting from the time staff arrives in the parking lot until he/she leaves for the day.

Audience: All Staff
Time: 9:00 – 4:00

Dates and Locations:

Feb. 1	Public Safety Education Training Center, Sykesville, MD
Feb. 15	Public Safety Education Training Center, Sykesville, MD
March 5	Public Safety Education Training Center, Sykesville, MD

Narcotics Identification (Program Approval Code Pending)

Description: *(6 hours)*

This class is an overview of narcotics/analgesics, including heroin, codeine, and morphine. This will include some history of the pharmacology, the use, and the abuse of these narcotics/analgesics. The class will assist participants in the identification of various narcotics that offenders may abuse, and the varying effects that each may have on the offenders.

Audience: All Staff
Time: 9:00 - 4:00

Dates and Locations:

Jan. 30	Public Safety Education Training Center, Sykesville, MD
Feb. 2	Public Safety Education Training Center, Sykesville, MD
Feb. 23	Public Safety Education Training Center, Sykesville, MD
March 1	CCBC, Liberty Center, Randallstown, MD
March 22	Public Safety Education Training Center, Sykesville, MD
April 9	Department of Social Services, Easton, MD
May 3	Public Safety Education Training Center, Sykesville, MD
May 21	Public Safety Education Training Center, Sykesville, MD

TRAINING SCHEDULE

Planning and Preparing for Home/Field Visits (Approval Code C-9633)

Description: *(6 hours)*

This class will consist of a half day review of the appropriate staff safety for conducting home/field visits. The second half of the day will consist of home visit scenarios conducted at the assigned training location.

DRESS CODE: Level 2 (No Jeans)

Audience: Open to Criminal Supervision Agents and Supervisors

Time: 9:00 – 4:00

Dates and Locations:

April 19 Public Safety Education Training Center, Sykesville, MD

May 30 Public Safety Education Training Center, Sykesville, MD

June 7 Public Safety Education Training Center, Sykesville, MD

June 27 Public Safety Education Training Center, Sykesville, MD

Mapping Application for Offenders (Approval Code C-9721)

-NOTE: This class is only 3 hours. The second half of each below listed date has the **Gangnet User Training** class scheduled, and requires a separate student registration to attend.

Description: *(3 hours)*

This training will allow students to effectively use the State of Maryland Parole and Probation Web Map Viewer as a vital tool in the daily requirements of their job. Each agent will have the ability to view and query their caseloads on an Excel spread sheet.

Audience: Open to All Staff

Time: (am) All Classes are 9:00 – 12:00

Dates and Locations:

Jan. 5 (am) Public Safety Education Training Center, Sykesville, MD

Feb. 22 (am) Public Safety Education Training Center, Sykesville, MD

March 21 (am) Public Safety Education Training Center, Sykesville, MD

April 4 (am) Public Safety Education Training Center, Sykesville, MD

April 23 (am) Public Safety Education Training Center, Sykesville, MD

May 10 (am) Public Safety Education Training Center, Sykesville, MD

June 14 (am) Public Safety Education Training Center, Sykesville, MD

TRAINING SCHEDULE

Basic Defensive Tactics (Approval Code C-10120)

Description: *(6 hours)*

This course is an introduction to the concepts of balance, movement, body dynamics, and recognition/response skills when faced with potentially adversarial situations in the community and the office. Goals are built around minimizing personal risk by learning defense against strikes and kicks, and ground fighting/defense techniques. The ultimate goal is the safe removal of staff from dangerous situations. Participants should be prepared to engage in moderately strenuous physical activities.

DRESS CODE: ATHLETIC WEAR

Audience: All Staff
Time: 9:00 – 4:00

Dates and Locations:

April 13 Gym, Public Safety Education Training Center, Sykesville, MD
June 15 Gym, Public Safety Education Training Center, Sykesville, MD

Understanding Maryland Inmates' Early Release Credits (Approval Code C-11460)

-NOTE: This class is only 3 hours. The second half of each below listed date has the **Ignition Interlock** class scheduled, and requires a separate student registration to attend.

Description: *(3 hours)*

In this training, participants will be given an overview of the various types of release credits awarded to parolees and mandatory supervision releasees. This class will detail the most current information available. The information has been obtained from the Maryland Parole Commission, Office of the Attorney General, and DOC Commitment. This will enhance staff's ability to make informed and appropriate recommendations at Revocation Hearings.

Audience: All Criminal Supervision and Supervisory Staff
Time: (pm) 1:00 – 4:00

Dates and Locations:

Feb. 16 (pm) Public Safety Education Training Center, Sykesville, MD
March 26 (pm) Public Safety Education Training Center, Sykesville, MD
May 16 (pm) Public Safety Education Training Center, Sykesville, MD
June 11 (pm) Public Safety Education Training Center, Sykesville, MD

TRAINING SCHEDULE

The Family of Addiction/Alcoholism (Program Approval Code Pending)

Description: *(6 hours)*

Participants will be provided with a complete picture of how a family becomes an unmanageable system due to the effects of Addiction/Alcoholism on its members. The participants will be provided with easily recognizable characteristics that the disease has on family members, allowing staff to recognize and effectively apply productive saving methods while working with these offenders.

Audience: Open to All Staff

Time: 9:00 - 4:00

Dates and Locations:

March 8	CCBC, Liberty Center, Randallstown, MD
March 29	Public Safety Education Training Center, Sykesville, MD
May 7	Public Safety Education Training Center, Sykesville, MD
May 9	Carter Building, Russell Room, Leonardtown, MD
June 25	Division of Parole and Probation, Salisbury, MD Office

Sex Offender Registration Laws (Program Approval Code Pending)

Description: *(3 hours)*

This class will review the most current Maryland Sex Offender Registration Laws, including requirements applying to offenders under supervision. There will be a representative from the Maryland Sex Offender Registry at each training session.

Audience: Open to all staff, Recommended for COM/ET Staff

Time: (am class) 9:00 to 12

OR

(pm class) 1:00 to 4:00

Dates and Locations:

April 26	(am) Public Safety Education Training Center, Sykesville, MD
April 26	(pm) Public Safety Education Training Center, Sykesville, MD
May 2	(am) Public Safety Education Training Center, Sykesville, MD
May 2	(pm) Public Safety Education Training Center, Sykesville, MD
June 13	(am) Public Safety Education Training Center, Sykesville, MD
June 13	(pm) Public Safety Education Training Center, Sykesville, MD

TRAINING SCHEDULE

Customer Service (Program Approval Code Pending)

Description: (6 hours)

Participants will learn how to diffuse hostile and agitated individuals. Strategies will be included for handling these individuals in varying situations. This class will also include a historical component, as well as current trends in the administrative field, with a special emphasis placed on telephone and email etiquette.

Audience: Open to all staff, Recommended for support staff/intake.

Time: 9:00 – 4:00

Dates and Locations:

Feb. 9	Public Safety Education Training Center, Sykesville, MD
March 12	CCBC, Liberty Center, Randallstown, MD
April 18	Allegany College of MD, Continuing Education Bldg, Cumberland, MD, Room CE12-14
April 25	Public Safety Education Training Center, Sykesville, MD
May 23	Public Safety Education Training Center, Sykesville, MD
June 21	Public Safety Education Training Center, Sykesville, MD

Effective Strategies for Supervising Employees (Approval Code C-11624)

Description: (6 hours)

Participants will be trained in motivating and mentoring subordinates. Effectively documenting performance issues will be discussed. The class will also review how supervisors identify the strengths of subordinates, and how doing so increases the effectiveness of the unit.

Audience: **Supervisory Staff ONLY**

Time: 9:00 – 4:00

Dates and Locations:

Jan. 11	Public Safety Education Training Center, Sykesville, MD
Feb. 6	Public Safety Education Training Center, Sykesville, MD
Feb. 27	Public Safety Education Training Center, Sykesville, MD
March 14	Public Safety Education Training Center, Sykesville, MD
April 12	Public Safety Education Training Center, Sykesville, MD
May 31	Public Safety Education Training Center, Sykesville, MD
June 6	Public Safety Education Training Center, Sykesville, MD

TRAINING SCHEDULE

Gangnet User Training (Approval Code C-11638)

-NOTE: This class is only 3 hours. The second half of each below listed date has the **Mapping** class scheduled, and requires a separate student registration to attend.

Description: *(3 hours)*

This class will review how to sign on to and utilize the GANGNET computer program in order to identify gang members/associates. This class is required in order to obtain CSU certification for use of GANGNET in the field. This course may also be utilized as a refresher course for those already with access.

Audience: CSU Criminal Supervision Staff and Supervisory Staff **ONLY**;
No DDMP Staff, No Support Staff, No Intake Staff

Time: (pm) 1:00 – 4:00

Dates and Locations:

Jan. 5	(pm) Public Safety Education Training Center, Sykesville, MD
Feb. 22	(pm) Public Safety Education Training Center, Sykesville, MD
March 21	(pm) Public Safety Education Training Center, Sykesville, MD
April 4	(pm) Public Safety Education Training Center, Sykesville, MD
April 23	(pm) Public Safety Education Training Center, Sykesville, MD
May 10	(pm) Public Safety Education Training Center, Sykesville, MD
June 14	(pm) Public Safety Education Training Center, Sykesville, MD

Directions to Training Sites:

Community Corrections

Carter Building/Russell Room

23110 Leonardhall Drive

Leonardtwn, Maryland

From Baltimore & Prince Georges County:

Take Rt. 4 toward Prince Frederick. Continue on Rt. 4 across the Solomon's Bridge to Rt. 235 in St. Mary's County. Take a right on Rt. 235 and proceed for approximately 4 miles. Take a left on Rt. 24 (Leonardtwn/Hollywood Road) and proceed 4.7 miles. Take a left onto Leonardhall Drive and proceed to the Carter Building. You must enter through the front entrance. The Russell Room is on the second floor.

Community Corrections

Salisbury Field Office / State Multi –Purpose Building

201 Baptist Street

Salisbury, Maryland

From Locations West of Salisbury:

Take Rt. 50 East to the City of Salisbury. Follow Rt. 50 East to Baptist Street and turn right onto Baptist Street. The building is on the left.

Public Safety Education Training Center (also Gym Location)

Employee Development and Training Unit

6852 4th Street

Sykesville, Maryland

Directions to Sykesville:

The Public Safety Education and Training Center (PSETC) is located on the grounds of Springfield State Hospital.

From East:

70 West to Exit 80 (32). Merge onto 32 North. (Sykesville/Clarksville), travel approximately 4.6 miles and turn right onto Raincliff Road, turn left onto Buttercup Road, Follow Buttercup Road into the grounds of Springfield State Hospital. Buttercup Road will become Main Street. At the intersection of Main and 4th Street, turn left.

The PSETC Academic/Administration Building will be visible on your left as you turn. Visitor parking is past the building and on the left hand side (across from the dormitories). Please park in parking lot D or E ONLY. You must have your state ID with you and it must be displayed at all times while in the building.

From West:

70 East to Exit 80 (32). Turn onto 32 North, and travel approximately 4.6 miles and turn right onto Raincliffe Road, turn left onto Buttercup Road. Follow Buttercup Road into the grounds of Springfield State Hospital, Buttercup Road will become Main Street. At the intersection of Main and 4th Street, turn left.

From Interstate 695 (Baltimore Beltway)

Take Exit 18 (which is Randallstown Route 26, Liberty Road West) and proceed along Route 26 West. Stay on 26 for approximately 16 miles to Eldersburg. At the Intersection of Route 32 (Sykesville Road) and 26 turn left onto Route 32 South. Turn left into Springfield State Hospital at Main Street. Turn right at the intersection of Main Street and 4th Street.

The PSETC Academic/Administration Building will be visible on your left as you turn. Visitor parking is past the building and on the left hand side (across from the dormitories). Please park in parking lot D or E ONLY. You must have your state ID with you and it must be displayed at all times while in the building.

GYM – Located at the Intersection of 4th Street and 2nd Street – just inside entrance B off of Rt. 32. (1111 2nd street).

Department of Social Services

301 Bay Street

Easton, MD

www.dhr.state.md.us/talbot.htm

The Community College of Baltimore County

Liberty Center

3637 Offutt Road

Randallstown, MD 21133

www.ccbcmd.edu

-Follow the link to the maps/directions in “Extension Centers” for the Randallstown location.

Allegany College of Maryland

Center for Continuing Education

12401 Willowbrook Road, SE

Cumberland, MD 21502

Room CE12-14

www.allegany.edu

-The Continuing Education Center is the small building on the immediate right when entering the main college entrance.