

# South Carolina Department of Corrections

## Site Visit Report

### Description of Training Organization

The South Carolina Department of Corrections (SCDC) is South Carolina's state corrections agency. The Department is headed by a Director, who reports directly to the Governor of the State of South Carolina. The Director is assisted by a Chief of Staff and oversees an Executive Staff of seven individuals. These seven include the Director of the Office of Budget and Resource Management, the General Counsel, the Director of Medical and Health Services, Director of Operations, the Director of Classification and Compliance, the Inspector General, and the Director of Programs and Services. These individuals are responsible for the:

- Office of Budget and Resource Management
- Office of General Counsel
- Medical and Health Services
- Division of Operations
- Division of Classification and Compliance
- Office of Inspector General
- Division of Programs and Services

The Department's total work force, including commissioned personnel, technical, clerical, supervisory, and administrative positions, is 5,929. SCDC is funded by appropriations of the South Carolina State Legislature.

### *The South Carolina Department of Corrections Training Division*

The Assistant Director of Training reports to the Director of Security and Training, who reports to the Office of Inspector General. The Assistant Director of Training oversees the development and training for all Department employees, manages the training academy facilities, and supervises six branches, and Administrative Coordinator, a Food Service Director, and an Operation Review Manager. The six branches include:

- Training Administration
- Range Operations
- Institutional Training
- Medical Education
- Special Operations and Research
- Operations/Security

The SCDC Division of Security and Training offers several types of training programs, including training for newly hired personnel, training for supervisors and managers, training for trainers, and other in-service and specialized programs of instruction. Employee Orientation is provided to all new employees, Correctional Officer Certification (pre-service) is provided to all newly-hired correctional officers, Special Management Unit Training is provided to personnel working in closed housing units, the Management Development Program is provided to all first-line supervisors, Training for Trainers is provided for all instructional personnel, In Service Training is mandatory for Departmental personnel on an annual basis, the Youthful Offender Intensification Program is provided for employees working in that program, Working with Female Offenders is provided for employees working with female inmates, and Hostage Negotiation Training, Special Operations Rescue Training, and Rapid Response Team are provided for employees who perform such duties.

The Training Division's total work force, including commissioned personnel, technical, clerical, supervisory, and administrative positions, is forty-nine people. The Training Division is funded by appropriations of the South Carolina State Legislature with a total budget of \$2.3 million (including salaries of positions assigned to institutions).

### Source of Official Student Records

In order to award credit, colleges and universities require proof of completion of coursework issued by the training organization. A student who has completed training provided by the South Carolina Department of Corrections may obtain such records of this training by contacting:

Custodian of Training Records  
South Carolina Department of Corrections  
4448 Broad River Road  
Columbia, SC 29210

### Description of Training Programs

Correctional Officer Certification (pre-service) is a 172 hour, five-week, basic training academy. This program incorporates several topics and emphasis is provided in interpersonal relations, CPR/First Aid, emergency preparedness, defensive tactics, and firearms training.

Employee Orientation is a forty hour, one-week, course that is required by state law and meet the requirements of the American Correctional Association Standards for Accreditation. This program provides information concerning the South Carolina Department of Corrections. Topics include safety (incorporating OSHA regulations), personnel issues, and professionalism as they relate to SCDC policy.

Hostage Negotiation Training, Special Operations Rescue Team Training, and Rapid Response Team all develop specialized practical skills.

The Management Development Program is a 102 hour program delivered in ten modules. This program provides supervisory and management skills with a focus on leadership, skills for supervising substandard employees, SCDC Employee Management policy, diversity, continuous improvement, and total quality management.

Mandated In Service Training is a forty hour, one-week program that meets requirements of the American Correctional Association Standards for Accreditation and is attended by every employee once a year.

Special Management Unit Training is a twenty-eight hour course that develops the practical skills necessary to manage and move inmates who require special housing. This program also provides basic information the psychology of dealing with such inmates.

Training for Staff Trainers is a forty hour, one-week program that provides provide participants with skills for curriculum design and program delivery to use when conducting Agency training. Additional Training for Staff Trainers programs are provided with specialized instructor training in areas such as firearms.

Working with Female Offenders is a thirteen-and one-half hour program that provides participants with an introduction to the issues of female offenders, as well as providing information on the growth of the female offender population.

Youthful Offender Intensification Program is a fourteen hour program that provides new employees with an orientation of the Youthful Offender Intensification Program and the mission and goals of the program.

**Location:** South Carolina Department of Corrections Training Academy in Columbia, South Carolina

**Length:** Various

**Program Objective:** To provide participants with the knowledge, skills and abilities necessary to serve effectively as correctional personnel in the State of South Carolina.

**Learning Objective:** Upon successful completion of this program, the graduate will be able to better perform duties of a correctional officer in the State of South Carolina.

**Instructional Methods:** Traditional methods including lectures with audio-visual enhancements, readings and handouts; role-play exercises; demonstrations; and laboratory exercises.

**Learning Assessments:** Assessments include traditional written exams as well as demonstrations of competence, and oral presentations.

**Description of Team**

Three assessment consultants and one Criminal Justice Training Assessment coordinator were on the team. Below is a list of all participants; CJTA and Excelsior College have full curriculum vitae on file for each.

James Wells, PhD  
 Professor of Correctional and Juvenile Justice Studies  
 Director, Center for Criminal Justice Education  
 Eastern Kentucky University  
 Richmond, Kentucky

John Keane, MA  
 Superintendent (retired) of Corrections  
 New York State Department of Corrections  
 Poughkeepsie, New York

Sharon Tracy, DPA  
 Professor of Criminal Justice  
 Department of Political Science  
 Georgia Southern University  
 Statesboro, Georgia

Timothy Birch, MS  
 Assessment Coordinator  
 Criminal Justice Training Assessment  
 Albany, New York

**Description of Visit**

From July 16 to July 18, 2003, three representatives of Excelsior College conducted a site visit to the South Carolina Department of Corrections Academy to assess the educational programs offered. On the first morning (Wednesday, July 16), the team assembled at the South Carolina Department of Corrections Training Academy. A brief organizational meeting and introductions to the academy staff took place. The assessment team then began the assessment process.

The team determined that the remainder of the day would be spent organizing the various subject modules of the recruit training program into familiar college course content areas. Before finishing for the day, the course areas were discussed and then assigned to a specific faculty member for review to begin the next day.

Professor Wells reviewed the following programs: Orientation Training, Certification Training, Training for Staff Trainers, and Training for Staff Trainers – Firearms. Professor Tracy reviewed the following programs: Special Management Unit Training, Working Effectively with Female Offenders, and Youthful Offender Intensification Program. Mr. Keane reviewed the following programs: Mandated In Service Training, Rapid Response Team Training, SIT-Com Basic Training, and Special Operations Response Team Training.

The above list of courses was developed from program and subject information provided by South Carolina Department of Corrections.

The team began July 16 by reviewing the South Carolina Department of Corrections training materials. On July 17, the team completed its review of program materials and discussed the credit recommendations in detail. The team held an exit interview with representatives of the South Carolina Department of Corrections Training Academy on July 18. The assessment coordinator conducted the interview. He thanked the staff for opening their doors and for the high level of cooperation provided. He also complimented them on the high quality of their programs as reflected in the number of credits that will be recommended for graduates of their programs.

Credit Recommendations

**Summary of Credit Recommendations**

|  |              |
|--|--------------|
| <b>Program:</b> Manager Development Program            |              |
| Advanced Supervision                                   | 1.5 credits* |
| Introduction to Supervision                            | 3 credits *  |
| Management Development for Administrators              | 3 credits    |
| <b>Program:</b> Mandated In Service Training           |              |
| Current Issues in South Carolina Corrections           | .5 credit    |
| Intermediate Counseling and Communication Skills       | .25 credit   |
| Intermediate Health and Safety Issues                  | .5 credit    |
| Intermediate Security Practices and Procedures         | 1 credit     |
| <b>Program:</b> Orientation and Certification Training |              |
| Correctional Occupational Safety                       | 1 credit     |
| Effective Correctional Interpersonal Skills            | 2 credits    |
| Organizational Cultures in Correctional Environments   | 1 credit     |
| <b>Program:</b> Rapid Response Team Training           |              |
| Advanced Corrections Tactics I                         | 2 credits    |
| <b>Program:</b> SIT-Com Basic Training                 |              |
| Hostage Negotiation                                    | 2 credits    |

|  |             |
|--|-------------|
| <i>Program:</i> Special Management Unit<br>Inmate Aggression, Use of Force, Defensive Response<br>and Liability in Correctional Institutions | 2 credits   |
| <i>Program:</i> Special Operations Response Team Training<br>Advanced Corrections Tactics II   | 2 credits   |
| <i>Program:</i> Training for Staff Trainers<br>Staff Training and Development  | 2 credits * |
| <i>Program:</i> Training for Staff Trainers – Firearms<br>Range Training   | 1 credit    |
| <i>Program:</i> Working Effectively with Female Offenders<br>Female Offenders in Corrections   | 1 credit *  |
| <i>Program:</i> Youthful Offender Intensification Program<br>Youthful Offenders in Corrections   | 2 credits   |

\* indicates upper level credit

Course Descriptions

**Advanced Corrections Tactics I** (2 credits, lower division)

*Program:* Rapid Response Team Basic Training

*Location:* South Carolina Department of Corrections Training Academy, Columbia, SC

*Length:* 40 hours

*Dates:* July 1998 through June 2009

*Objectives:* Demonstrate marching drill techniques and appropriate use of riot baton. Demonstrate proper formations and commands for use in emergency situations. Demonstrate proper use of appropriate firearms, chemical agents, restraints, entry techniques, hand-to-hand combat techniques, inmate body frisking procedures, chain of evidence recording, and institutional shakedown procedures and techniques.

*Instruction:* Students must complete no fewer than forty hours of the Rapid Response Team Basic Training Program. Instructional methods include lecture (supplemented by flip chart, overhead, and video) and demonstration. Evaluation methods include written examination and practical examination.

*Credit Recommendation:* In the lower division associate/baccalaureate degree category, two semester credits.

**Advanced Corrections Tactics II** (2 credits, lower division)

*Program:* Special Operations Response Team Basic Training

*Location:* South Carolina Department of Corrections Training Academy, Columbia, SC

*Length:* 45 hours

*Dates:* July 1998 through June 2009

*Objectives:* Demonstrate proficiency with specialized firearms and non-lethal weapons. Demonstrate proper tactical movements.

*Instruction:* Students must complete no fewer than forty-two and one-half hours of the Special Operations Response Team Basic Training Program. Instructional methods include lecture (supplemented by handout and video), field instruction, and scenario application. Evaluation methods include practical examination.

*Credit Recommendation:* In the lower division associate/baccalaureate degree category, two semester credits.

**Advanced Supervision** (1.5 credits, upper division)

*Program:* Management Development Program

*Location:* South Carolina Department of Corrections Training Academy, Columbia, SC

*Length:* 18 hours

*Dates:* July 1998 through June 2009

*Objectives:* Discuss leadership skills and styles, development of performance standards and goals, and a system of rewards and punishments for employees. Provide suggestions for teambuilding and controlling work stress, conflict and anger. Discuss techniques for providing response and adaptation to change.

*Instruction:* Students must complete no fewer than six hours of “Managing for Success,” six hours of “Adapting to Change,” and six hours of “Supervisory Strategies.” Instructional methods include lecture (supplemented by PowerPoint presentation and overhead), group activity, role play and student handbook. Evaluation methods include pre-test, self-evaluation, discussions, and written exercise and exam.

*Credit Recommendation:* In the upper division baccalaureate degree category, one and one-half semester credits.

**Correctional Occupational Safety** (1 credit, lower division)

*Program:* Correctional Officer Orientation and Certification Training (pre-service)

*Location:* South Carolina Department of Corrections Training Academy, Columbia, SC

*Length:* 16 hours

*Dates:* July 1998 through June 2009

*Objectives:* Develop an understanding of the methods of accident prevention, emergency preparedness, and hazard control. Learn responsibilities of Environmental Health and Safety Officer in meeting OSHA requirements.

*Instruction:* Students must complete no fewer than: one and one-half hours of “Fire Safety Inspections,” one hour of “Accident Prevention/Hazardous Chemical, Flammable, Toxic, Caustic Material/Confined Space/Lockout/Tagout (OSHA),” one-half hour of “Emergency Escape Breathing Apparatus,” eleven hours of “CPR/Basic First Aid-American Safety and Health Institute,” and two hours of “Bloodborne/Airborne Pathogens.” Instructional methods include lecture (supplemented by overhead and/or PowerPoint), case study, demonstration, and simulation. Evaluation methods include class participation, instructor observation, direct question, class discussion, and written examination.

*Credit Recommendation:* In the lower division associate/baccalaureate degree category, one semester credit.

**Current Issues in South Carolina Corrections** (.5 credit, lower division)

*Program:* Mandated In Service Training

*Location:* South Carolina Department of Corrections

*Length:* 8.5 hours

*Dates:* January 1, 2003 to December 31, 2003

*Objectives:* Discuss steps of ethical decision-making and indicators of an inappropriate relationship with an inmate. Describe appropriate responses to incidents of aggression and female offenders in SCDC. Discuss indicators of suicidal behavior and appropriate prevention techniques. Discuss current legal issues affecting SCDC.

*Instruction:* Students must complete no fewer than: two hours of "Custodial Sexual Misconduct," one-half hour of "Employee/Inmate Relations," one-and-one-half hours of "Workplace Violence," one hour of "Female Offender Overview," two hours of "Suicide Prevention," and one-and-one-half hours of "Legal Update." Instructional methods include lecture (supplemented by flip charts, overheads, and handouts) and small group discussion (including case study). Evaluation methods include classroom participation and demonstration.

*Credit Recommendation:* In the lower division associate/baccalaureate degree category, one-half semester credit.

#### **Effective Correctional Interpersonal Skills (2 credits, lower division)**

*Program:* Correctional Officer Orientation and Certification Training (pre-service)

*Location:* South Carolina Department of Corrections Training Academy, Columbia, SC

*Length:* 29 hours

*Dates:* July 1998 through June 2009

*Objectives:* Develop skills in the principles and techniques of effective communication and intervention strategies in the correctional work environment.

*Instruction:* Students must complete no fewer than: four hours of "Employee/Inmate Relations," four hours of "Communication Skills in Emergency Situations," two hours of "Emergency Situations (Hostage Situations)," thirteen hours of "Interpersonal Relations," one-half hour of "Inmate Grievance Procedures," one and one-half hours of "Stress Management," three hours of "Suicide Prevention and Intervention," and one hour of "Management of Aggressive Behavior." Instructional methods include lecture (supplemented by overheads and/or PowerPoint), case study, role-play, work group, demonstration, and simulation. Evaluation methods include written examination, instructor observation, class participation, direct question, class discussion, group work shop, and written examination.

*Credit Recommendation:* In the lower division associate/baccalaureate degree category, two semester credits

#### **Female Offenders in Corrections (1 credit, upper division)**

*Program:* Working Effectively with Female Offenders

*Location:* South Carolina Department of Corrections Training Academy, Columbia, SC

*Length:* 13.5 hours

*Dates:* July 1998 through June 2009

*Objectives:* Discuss gender issues and expectations of behavior of females and the history and restrictions of incarceration and penal treatment of offenders. Discuss gender and crime trends and the impact of the rise in imprisonment of female offenders. Discuss effects of abuse, victimization, and domestic violence on females. Identify civil liability risks and strategies to avoid litigation by female offenders.

*Instruction:* Students must complete no fewer than: one hour of "Working Effectively with Females Offenders: Introduction," one hour of "The Concept of Gender," one hour of "Impact of Gender on Everyday Life," one hour of "Gender Expectations," one and one-half hours of "Variations in Traditional Gender Expectations in America," one hour of "Gender and Crime Patterns in the U.S.," one hour of "A Brief History of the Treatment of Female Offenders," one hour of "The Pains of Imprisonment," two hours of "The Legal Concerns of Female Inmates," two hours of "Abuse, Victimization and Domestic Violence," and one hour of "Overview of Female Offenders." Instructional methods include lecture (supplemented by PowerPoint), group discussion and interactive exercises. Evaluation methods include written examination.

*Credit Recommendation:* In the upper division baccalaureate degree category, one semester credit.

#### **Hostage Negotiation (2 credits, lower division)**

*Program:* SIT-Com Basic Training

*Location:* South Carolina Department of Corrections

*Length:* 53 hours

*Dates:* July 1998 through June 2009

*Objectives:* Describe the mission and purpose of the emergency team. List reasons that team members experience stress. Identify reasons negotiations are used to resolve a crisis and discuss stages of a crisis. Outline the duties of team members and team-building techniques. Identify the Stockholm Syndrome and discuss appropriate responses to hostage situations.

*Instruction:* Students must complete no fewer than fifty-three hours of the Sit-Com Basic Training Program. Instructional methods include lecture (supplemented by handout, flipchart, and overhead) and demonstration. Evaluation methods include written examination and practical examination.

*Credit Recommendation:* In the lower division associate/baccalaureate degree category, two semester credits.

#### **Inmate Aggression, Use of Force, Defensive Response and Liability in Correctional Institutions (2 credits, lower division)**

*Program:* Special Management Unit Training

*Location:* South Carolina Department of Corrections Training Academy, Columbia, SC

*Length:* 28 hours

*Dates:* July 1998 until present

*Objectives:* Identify institutional mission statement. Discuss importance of on-going physical training and fitness. Identify and discuss anger and stress management and attitudinal training. Develop skills in the use of force based on a continuum, self-defensive behavior in critical incidents, and incident and use of force report writing.

*Instruction:* Students must complete no fewer than: one-half hour of "Administrative Issues" (institutional mission statement), one hour of "Physical Training," twelve hours of "PR-24 Training," two hours of "Security in Special Management Units Concerns," one hour of "Attitudinal Training," one hour of "Anger and Stress Management," two hours of "Use of Force and Force Continuum," one hour of "Report Writing," one hour of "Self-Injurious Behavior," two hours of "Special Management Units Survival Skills Training," one hour of "Special Management Units Restraints Training," two hours of "Restraint Chair Training," and three hours of "Forced Cell Movement Team." Instructional methods include lecture (supplemented by videos, handouts and overheads) and group discussion. For purposes of application, the student engages in exercises, skills performances and demonstrations, and physical training. These participation tools serve as student assessment.

*Credit Recommendation:* In the lower division associate/baccalaureate degree category, two semester credits.

#### **Intermediate Counseling and Communication Skills (.25 credit, lower division)**

*Program:* Mandated In Service Training

*Location:* South Carolina Department of Corrections

*Length:* 4.5 hours

*Dates:* January 1, 2003 to December 31, 2003

*Objectives:* Define and demonstrate skills and techniques used to de-escalate situations by using basic counseling techniques. Discuss non-verbal communications including the impact of culture on non-verbal communication. State the reasons for written reports and identify the elements of a good report.

**Instruction:** Students must complete no less than: one hour of "Counseling Techniques," one-and-one-half hours of "Communication Skills," and two hours of "Report Writing." Instructional methods include lecture (supplemented by overhead, handout, flipchart, and chalkboard), group and individual exercises, scenarios, and role-play. Evaluation methods include classroom participation and demonstration.

**Credit Recommendation:** In the lower division associate/baccalaureate degree category, one-quarter semester credit.

#### **Intermediate Occupational Health and Safety Issues (.5 credit, lower division)**

**Program:** Mandated In Service Training

**Location:** South Carolina Department of Corrections Training Academy, Columbia, SC

**Length:** 7 hours

**Dates:** January 1, 2003 to December 31, 2003

**Objectives:** Discuss basic infection control principles, the SCDC Infection Control Program, transmission, prevention, and control of bloodborne pathogens, and the SCDC Post Exposure Control Plan. Describe and demonstrate proper use of the Emergency Escape Breathing Apparatus. Demonstrate proper response techniques to injury and other life-threatening medical situations. Discuss fires and fire extinguisher use.

**Instruction:** Students must complete no less than: one hour of "Bloodborne Pathogens," four hours of "First Aid/CPR," one hour of "Emergency Breathing Apparatus," and hour of "OSHA Fire Extinguisher." Instructional methods include lecture, group instruction, and work group activity. Evaluation methods include classroom participation and demonstration.

**Credit Recommendation:** In the lower division associate/baccalaureate degree category, one-half semester credit.

#### **Intermediate Security Procedures and Practices (1 credit, lower division)**

**Program:** Mandated In Service Training

**Location:** South Carolina Department of Corrections Training Academy, Columbia, SC

**Length:** 17 hours

**Dates:** January 1, 2003 to December 31, 2003

**Objectives:** Identify use of emergency command post and the role of first and second responders and how to manage hostage situations, bomb threats, and disturbances. Define contraband and its introduction and subjects and types of searches. Describe levels of resistance, cite and discuss SCDC key control methods and policies, explain and demonstrate specific practices involving range and weapons safety.

**Instruction:** Students must complete no fewer than: one hour of "Contraband and Search," three hours of "Emergency Preparedness," four hours of "Defensive Tactics," one hour of "Key Control," and eight hours of "Weapons Re-qualification." Instructional methods include lecture (supplemented by video and overheads) and table top exercises. Evaluation methods include classroom participation and demonstration.

**Credit Recommendation:** In the lower division associate/baccalaureate degree category, one-half semester credit.

#### **Introduction to Supervision (3 credits, upper division)**

**Program:** Management Development Program

**Location:** South Carolina Department of Corrections Training Academy, Columbia, SC

**Length:** 45 hours

**Dates:** July 1998 through June 2009

**Objectives:** Discuss essential supervisory skills including roles and responsibilities; delegation of tasks, goal and performance standards setting. Discuss communication, motivation, and time management principles. Identify human resource management issues including, but not limited to, employee selection, grievance procedures, leave and attendance accountability.

**Instruction:** Students must complete no fewer than twenty-one hours of "Introduction to Supervision," six hours of "Transition from Employee to Supervisor," six hours of "Personnel Issues," six hours of "Employee Corrective Action, Grievance and Appeal Procedures," and six hours of "EPMS and Leave and Attendance." Instructional methods include lectures supplemented with PowerPoint presentations, videos, overheads, handouts and student guidebooks. For purposes of application, the student engages in discussions, exercises, group activities, and role playing. Evaluation methods include written surveys/pre-tests and exams.

**Credit Recommendation:** In the upper division baccalaureate category, three semester credits.

#### **Management Development for Administrators (3 credits, lower division)**

**Program:** Management Development Program

**Location:** South Carolina Department of Corrections Training Academy, Columbia, S.C.

**Length:** 18 hours

**Dates:** July 1998 through June 2009

**Objectives:** Discuss Total Quality Management/Continuous Quality Management with suggestions for developing organizational culture that fosters employee commitment to organizational goals. Discuss cultural issues affecting the working environment and suggestions for interaction with this environment and its employees will be offered. Discuss current Equal Employment Opportunity legislation.

**Instruction:** Students must complete no fewer than twelve hours of "Valuing Diversity" and six hours of "Continuous Quality Improvement/Employee Awareness." Instructional methods include lecture (supplemented with video and handout). Evaluation methods include exercise and discussion.

**Credit Recommendation:** In the lower division associate/baccalaureate degree category, three semester credits.

#### **Organizational Cultures in Correctional Environments (1 credit, lower division)**

**Program:** Correctional Officer Orientation and Certification Training (pre-service)

**Location:** South Carolina Department of Corrections Training Academy, Columbia, SC

**Length:** 15 hours

**Dates:** July 1998 through June 2009

**Objectives:** Gain an awareness of the various detention levels and classification systems used in Special Management Units. Identify the characteristics of various inmate subcultures. Gain an understanding of the principles of professional employee conduct in interacting with inmates as well as staff. Distinguish between indirect and direct supervision in managing inmates. Develop an understanding of the legal issues involving harassment and cross/gender supervision.

**Instruction:** Students must complete no fewer than: one hour of "Level Systems within SCDC Specialized Management Units," four hours of "Inmate Cultures," one hour of "Introduction to Games Inmates Play," two and one half hours of "Life in Prison and Gender Issues," one and one-half hours of "Sexual Harassment," three hours of "Supervision of Inmates/Cross Gender Supervision," two hours of "Professionalism and Ethics/Workplace Violence/Drug Free Workplace," and one hour of "Cultural Awareness." Instructional methods include lecture (supplemented by overhead and/or PowerPoint), role-play, work group, and video/film. Evaluation methods include written examination, class participation, directed oral question and answer, and instructor observation.

**Credit Recommendation:** In the lower division associate/baccalaureate degree category, one semester credit.

**Range Training** (1 credit, lower division)

*Program:* Training for Staff Trainers – Firearms

*Location:* South Carolina Department of Corrections Training Academy, Columbia, SC

*Length:* 40 hours

*Dates:* July 1998 through June 2009

*Objectives:* Gain skills in becoming safe and effective range instructors. Demonstrate proficiency with the revolver and shotgun. Demonstrate ability to safely handle revolvers and shotguns. Gain skills in target analysis, identifying and correcting common target recognition problems. Demonstrate proficiency in identifying situations when to shoot/not shoot according to SCDC Policy.

*Instruction:* Students must complete no fewer than: forty hours of “Firearm Training for Staff Trainers Level One Revolver/Shotgun.” Instructional methods include the use of lecture (supplemented by overhead and/or PowerPoint slides), and demonstration. Evaluation methods include practical exercise and self-administered questionnaire.

*Credit Recommendation:* In the lower division associate/baccalaureate degree category, one semester credit.

**Staff Training and Development** (2 credits, upper division)

*Program:* Training for Staff Trainers

*Location:* South Carolina Department of Corrections Training Academy, Columbia, SC

*Length:* 40 hours

*Dates:* July 1998 through June 2009

*Objectives:* Develop an understanding of the key concepts and basic issues related to active staff training and human resource development. Emphasis will be placed on the planning, implementation, and evaluation of training for adult learners. Develop skills in presenting training by utilizing various instructional methodologies and mediums.

*Instruction:* Students must complete no fewer than: forty hours of “Training for Staff Trainers.” Instructional methods include lecture (supplemented by video and overhead and/or PowerPoint), role-play, and work group. Evaluation methods include role-play, demonstration, and self-administered questionnaire.

*Credit Recommendation:* In the upper division baccalaureate degree category, two semester credits.

**Youthful Offenders in Corrections** (2 credits, lower division)

*Program:* Youthful Offender Intensification Program

*Location:* South Carolina Department of Corrections Training Academy, Columbia, SC

*Length:* 14 hours

*Dates:* July 1998 through June 2009

*Objectives:* Discuss program and mandates, define adolescence and the development of such. Discuss delinquency and both risk and protective factors. Develop strategies for working with, and managing the behavior of, this population, particularly by employing listening skill techniques.

*Instruction:* Students must complete no less than fourteen hours in “Youthful Offender Intensification Program.” Instructional methods include the use of lecture supplemented by overheads and hand-outs. Engagement in classroom discussion shall provide for student assessment.

*Credit Recommendation:* In the lower division associate/baccalaureate degree category, two semester credits.