

Michigan Department of Corrections

Site Visit Report

Description of the Michigan Department of Correction

The Michigan Department of Corrections (MDOC) is Michigan's state corrections agency. The MDOC is comprised of the Office of the Director and six major divisions that incorporate several offices, divisions, and districts. The six major divisions are: Administration and Programs Administration; Field Operations Administration; Correctional Facilities Administration; Executive Bureau; Audit, Internal Affairs and Litigation; and Human Resources.

- Administration and Programs Administration includes Health Care Services, Fiscal Management, Correctional Industries, Planning and Research, and Central Records.
- Field Operations Administration includes Parole Board, Field Programs, SAI (boot camp), Community Corrections, and Regional Administrations.
- Correctional Facilities Administration includes several services under an Assistant Deputy Director such as Education, Food, and Transfer and Classification.
- Executive Bureau includes Legislative Affairs, Policy and Hearings, and Public Information and Communications.
- Audit, Internal Affairs, and Litigation includes Litigation and FOIA, Internal Affairs, Consent Decree, Prisoner Affairs, and Internal Audit.
- Human Resources includes: Training and Recruitment, Personnel Central Office, Personnel Services, and Equal Employment Opportunity Office.

The Department's total work force, including commissioned personnel, technical, clerical, supervisory, and administrative positions, is 18,000. The Michigan Department of Corrections is funded by appropriations of the Michigan State Legislature with a total budget of \$1.7 billion.

The Michigan Department of Corrections Office of Training and Recruitment

The MDOC Office of Training and Recruitment offers three programs of instruction – Officer Recruit Training, which is the basic training received by all state correctional officers; New Employee Training, which includes training for corrections personnel with varying levels of contact with inmates; and Leadership Training, which includes programs that are offered to supervisors, managers, and administrators within the Michigan Department of Corrections.

The Office of Training and Recruitment's total work force, including commissioned personnel, technical, clerical, supervisory, and administrative positions, is 40. The Office of Training and Recruitment is funded by appropriations of the Michigan State Legislature.

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 Michigan Department of Corrections may obtain such records of this training by contacting:

Michigan Department of Corrections
DeMarse Corrections Academy
715 W. Willow
Lansing, MI 48913

Description of Training Programs

Officer Recruit Training is required by statute and Department policy. It prepares the recruit to perform all job assignments required of correctional officers. In addition to regular custody assignments, this program includes specific training required for assignment to duties involving the transportation of prisoners, self contained breathing apparatus squads and perimeter security assignments.

Non-status (New) Sergeant Training is provided for newly-promoted sergeants with the Michigan Department of Corrections and is coordinated by the Leadership Training Unit.

New Supervisor Training is provided for newly-promoted supervisors with the Michigan Department of Corrections and is coordinated by the Leadership Training Unit.

New Manager Training is provided for newly-promoted managers with the Michigan Department of Corrections and is coordinated by the Leadership Training Unit.

Leadership Academy is open to aspiring leaders within the Michigan Department of Corrections. All students must be in a position to move into a leadership role and must receive recommendation by a division administrator.

Leading to Make a Difference: Creating a Strong, Healthy, Productive Workplace is designed to promote organizational pride, harmony in the workplace, and improved performance, as the Department's mission, values, and management philosophy are brought to life. The goal of this program is to assist participants in developing the character and credibility necessary to be effective leaders. The target audience is new state level executives (Level 3 and Non-group 4).

Warden/Deputy Warden Training Program covers a broad-range of topics relevant to the administration of correctional facilities in the State of Michigan. The program is divided into five general categories: leadership and management, external environment, budget and finance, emergency preparedness, and human resource issues. The target audience is wardens and deputy wardens.

Location: Michigan Department of Corrections Training Academy in Lansing and various locations in Michigan

Length: Various

Program Objective: To provide participants with the knowledge, skills and abilities necessary to serve effectively as law/corrections enforcement officers in the State of Michigan.

Learning Objective: Upon successful completion of this program, the graduate will be able to better perform duties of a law/corrections enforcement officer in the State of Michigan.

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.

Robert Scott, PhD
Associate Provost
Academic Affairs and Quality Management
Fort Hays State University
Hays, Kansas

John Maloy, MS
Superintendent (retired)
Training Academy
New York State Department of Corrections
Albany, New York

John Boal, MS
Assistant Professor of Criminal Justice
Department of Public Service Technology
Community and Technical College
University of Akron
Akron, Ohio

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

Description of Visit

From April 30 to May 2, 2003, four representatives of Excelsior College conducted a site visit to the Michigan Department of Corrections Academy to assess the educational programs offered (John Maloy conducted assessment off-site).

On the first afternoon (Wednesday, April 30), the team assembled at the Michigan Department of Corrections Training Academy. A brief organizational meeting and introductions to the academy staff (including Director Bill Hudson) 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.

Associate Provost Scott reviewed the following programs: New Sergeant Training, New Supervisor Training, New Manager Training, Leadership Academy, Leadership Development Program, and Leading to Make a Difference: Creating a Strong, Healthy, Productive Workplace. Assistant Professor Boal reviewed the following programs: Officer Recruit Training. Mr. Maloy reviewed the following programs: New Employee Training. The above list of courses was developed from program and subject information provided by Michigan Department of Corrections.

The team began May 1 by reviewing the Michigan Department of Corrections advanced and in-service materials. On the afternoon of April 2, 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 Michigan Department of Corrections Training Academy. These representatives were numerous and included Director Bill Hudson. 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

<i>Program:</i> Officer Recruit Training	
Internal Security Threats	1 credit
Introduction to Michigan Corrections	1 credit
Issues in Emergency Preparedness	1 credit
Issues in Professional Workplace Conduct	2 credits
Occupational Safety Issues	1 credit
Prisoner Assessment	1 credit
Prisoner Control	2 credits
Prisoner Misconduct	1 credit
TOTAL	10 credits

<i>Program:</i> Emergency Response Team Training	
Advanced Corrections Tactics	2 credits
Intermediate Self Defense	2 credits *

<i>Program:</i> Field Agent Training	
Introduction to Probation and Parole	3 credits

<i>Program:</i> Leadership Academy	
Leading and Managing People and Organizations	3 credits *

<i>Program:</i> Leadership Development Program	
Strategic Management Skill Development	4 credits *

<i>Program:</i> Leading to Make a Difference: Creating a Strong, Healthy, Productive Workplace	
The Leader as Change Agent	1 credit*

<i>Program:</i> New Employee Training	
Introduction to Corrections Administration	3 credits

<i>Program:</i> New Manager Training	
Advanced Management Development: Theory and Application	2 credits *

<i>Program:</i> New Supervisor Training	
Basic Management Development for Non-security Personnel	2 credits

<i>Program:</i> Non-status (New) Sergeant Training	
Basic Management Development for Security Personnel	3 credits

Program: Warden/Deputy Warden Training Program
Management Development for Executive Administrators

3 credits +

* indicates upper level credit, + indicates graduate level credit

Course Descriptions

Advanced Corrections Tactics (2 credits, lower division)

Program: Emergency Response Team Training

Location: Michigan Department of Corrections Training Academy, Lansing MI

Length: 46 hours

Dates: May 1998 through June 2009

Objectives: Explain widely-used concepts of criminal law, apply policies and procedures of baton use. Discuss the Department policy of Hostage Incident Management and develop and practice operational plans for hostage incident resolution by emergency response teams. Recognize and employ proper emergency response equipment. Identify the levels of resistance and levels of control according to the MDOC Officer-Subject Control Continuum and list the elements of use of force. Identify hazardous materials and the risks associated with them in a hazardous material incident. Identify the first responder's limitation in training and skills required for response to HazMat incidents. Identify the response role of the Awareness Level trained First Responder. Identify the purpose of Search & Recovery and the emergency search and recovery concept. Demonstrate ability to properly plan and execute a practice search and recovery scenario.

Instruction: Students must complete no fewer than two hours of "Arrest Law," eight hours of "Baton Training," one hour of "Hostage Training," one hour of "Equipment Familiarization," five hours of "Use of Force," four hours of "HAZMAT," one hour of "Operations Planning," seven hours of "Search and Rescue," one hour of "Video Camera Operation," seven hours of "Chemical Agents," two hours of "Orientation," and seven hours of "Miscellaneous Modules and Program Manual" in the Emergency Response Team training program. Instructional methods include lecture (supplemented by handout, video and PowerPoint), classroom and field instruction and scenario application. Evaluation methods include practical application.

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

Advanced Management Skill Development (2 credits, upper division)

Program: New Manager Training

Location: Michigan Department of Corrections Training Academy, Lansing, MI

Length: 40 hours

Dates: May 1998 through June 2009

Objectives: Discuss issues of critical importance to the new second line supervisor. Develop a level of understanding and competency with issues and areas related to management of people and resources beyond that of the first line supervisor. Instill an appreciation for the accountability and responsibility required of an individual in a senior manager capacity.

Instruction: Students must complete no fewer than: one hour of "The Leader's Role in Cultural Change: Review," one hour of "The Qualities of a Leader: Review," two hours of "The Dynamics of Leadership: Review," eight hours of "The Transition from Supervisor to Manager," four hours of "Delegation," eight hours of "Managing Change (Downsizing and Other Challenges)," four hours of "Leadership/Influences," four hours of "Budget," and eight hours of "Employee Growth" in the Non-status (New) Managers training program. Instructional techniques include lecture (supplemented by PowerPoint), group discussions and work group activity. For purposes of application, the student engages exercises, work groups, presentations, and varied levels of testing. These application procedures also serve as the tools for student assessment.

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

Basic Management Skill Development for Non-Security Personnel (2 credits, lower division)

Program: New Supervisor Training

Location: Michigan Department of Corrections Training Academy, Lansing, MI

Length: 38-40 hours

Dates: May 1998 through June 2009

Objectives: Discuss issues of critical importance to the new first line supervisor. Develop a sense of understanding and competency in areas critical to the effective performance of new agency/area supervisors. Instill an appreciation for the need to operate in a professional manner and the need to remain current and abreast of changes and developments in one's field. Develop skills necessary to manage people and resources.

Instruction: Students must successfully complete no fewer than: four hours of "Introduction and Transition from Line Staff to Supervisor," two hours of "The Qualities of a Leader," eight hours of "The Dynamics of Leadership," four hours of "Communication Skills 1: The Fundamentals of Supervision," four hours of "Communication Skills 2: Coaching and Encouraging Performance," four hours of "Communication Skills 3: Managing Difficult People," four hours of "The Leader's Role in Changing Organizational Culture," four hours of "Basic Labor Relations," and four hours of "Discriminatory Harassment Training – The Supervisor's Role" in the Michigan Department of Corrections Non-Status (New) Supervisor training program. Instructional techniques include lecture (supplemented by video and PowerPoint) and small and large group discussion. For purposes of application, the student engages in group discussion, various exercises, and role playing scenarios. These application procedures also serve as the tools for student assessment.

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

Basic Management Skill Development for Security Personnel (3 credits, lower division)

Program: Non-status (New) Sergeant Training

Location: Michigan Department of Corrections Training Academy, Lansing, MI

Length: 72 hours

Dates: May 1998 through June 2009

Objectives: Discuss issues of critical importance to the new first line supervisor. Develop a sense of the importance of management related and occupational specific issues. Instill a sense of the importance of being not only familiar, but proficient with both the theoretical foundations and practical applications of the course materials, including motivating and inspiring subordinates.

Instruction: Students must complete no fewer than: four hours of "Introduction and Transition to Supervisor," two hours of "Leadership Vision Address," four hours of "Ethics," four hours of "Communication Skills: The Fundamentals of Supervision," four hours of "Communication Skills: Encouraging Performance, Coaching, and Training," four hours of "Communication Skills: Managing Anger, Conflict, and Difficult People," eight hours of "The Dynamics of Leadership," eight hours of "Conducting Investigations," four hours of "Discriminatory Harassment Training for Supervisors," four hours of "Labor Relations," four hours of "Overtime Equalization and Shift Staffing," four hours of "Contract Administration," two hours of "Handling Critical Incidents," four hours of "Disturbance Control," four hours of "Principles of Leadership," one hour of "Action Plan Assignment," two hours of "Habit One: The Pro-active Approach," and two hours of "Panel Discussion" in the Non-Status (New) Sergeant program. Instructional techniques include lecture (supplemented by videotape and PowerPoint) and small and large group discussion. For

purposes of application, the student engages in group discussion, various exercises, and role playing scenarios. These application procedures also serve as the tools for student assessment.

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

Intermediate Self Defense (2 credits, upper division)

Program: Emergency Response Team Training

Location: Michigan Department of Corrections Training Academy, Lansing MI

Length: 40 hours

Dates: May 1998 through June 2009

Objectives: Identify physical reactions of the human body under stress. Identify and demonstrate several suspect control techniques.

Instruction: Students must complete no fewer than forty hours of "Defensive Tactics" in the Emergency Response Team training program. Instructional methods include lecture (supplemented by handouts, video and PowerPoint presentation) and application. Evaluation methods include written and practical examination.

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

Internal Security Threats (1 credit, lower division)

Program: Officer Recruit Training

Location: Michigan Department of Corrections Training Academy, Lansing, MI

Length: 19 hours

Dates: May 1998 through June 2009

Objectives: Explain purpose of post orders. Discuss the hazards of specific environmental conditions and the primary duty of the perimeter security officer. Describe conditions for warning shots. Define and discuss trespassing rules. Describe responsibility and authority to conduct searches. List eight factors utilized in the identification of security threats. Identify correctional policy on computer security and goals of other security. Describe security documentation and discuss importance of key control. List procedures for inmate counts and describe security for prisoner personal property. Identify rules and regulations for transporting prisoners. Discuss force levels of, and security concerns in, transporting prisoners.

Instruction: Students must complete no fewer than six classroom and two practical hours of "Perimeter Security," two hours of "Security Threat Groups," one hour of "Computer Security," six hours of "Custody and Security," and two hours of "Prisoner Overview" in the Officer Recruit Training program. Instructional methods include lecture (supplemented by handouts and video), classroom discussion, and scenario application. Evaluation methods include written examination and practical examination.

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

Introduction to Corrections Administration (3 credits, lower division)

Program: New Employee Training

Length: 54 hours

Dates: May 1998 to the present

Objectives: Identify the protective equipment to be used in medical emergencies. Describe the signs and symptoms of a medical emergency and the appropriate explain emergency first aid procedures. Discuss the Department's security policies. Identify the responsibilities of the First Responder, identify the signs and symptoms of-and appropriate responses to-critical incident stress, shock, and bleeding. List the mission, goals, plans, signs and responses of disturbance control. Describe the history and current state of mentally ill prisoners in the United States, identify the levels of treatment available, define serious mental illness and severe mental disorder, list the primary factors that contribute to mental illness, recognize the signs and symptoms of mental illness, and know the three major types of mental illness. Describe a proper and improper staff/offender relationship. List consequences of staff engaging in improper relations with offenders. List the characteristics of offenders prone to engage in sexual relations with staff and list and define the three types of employees prone to engage in sexual relations with offenders. Identify warning signs that an offender is becoming emotionally dependent, fixated or obsessed with a staff member. Define what a drug is, prohibited drug use, and a poly drug user. Define and distinguish between physical and psychological dependency. Identify the most common drugs detected and four behaviors or circumstances that may indicate recent drug use. Identify staff responsibilities related to suicidal and self-injurious behavior, distinguish between myths and facts related to prisoner suicide, and understand the employees' responsibilities regarding prisoner suicide prevention. List six suicide "risk factors" and identify eight stressful events that could lead to a prisoner suicide. List eleven symptoms of depression and other mental disorders that may impact suicidal behavior.

Instruction: Students must complete no fewer than: five hours of "CPR," three hours of "Administrative Overview," two hours of "Department Overview," seven hours of "Security Custody," two hours of "First Aid," two hours of "Disturbance Control," one hour of "Handgun Review and Familiarization," one hour of "Non-custodial Review," five hours of "Recognizing and Dealing with the Mentally Ill Inmate," two hours of "Field Agent Orientation," four hours of "Professional Conduct for Employees (Ethics)," two hours of "Inmate Grievance Program and Procedure," five hours of "Prisoner Management for Non-custodial Staff," three hours of "Safety Awareness," four hours of "Substance Abuse Awareness," four hours of "Suicide Prevention," and one hour of "Workplace Safety Issues" in the New Employee Training program. Instructional methods include lecture (supplemented by handout, video and PowerPoint), classroom discussion and scenario application. Evaluation methods include written and practical examination.

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

Introduction to Michigan Corrections (1 credit, lower division)

Program: Officer Recruit Training

Location: Michigan Department of Corrections Training Academy, Lansing, MI

Length: 16 hours

Dates: May 1998 through June 2009

Objectives: Describe and discuss criminal justice system. Define and discuss American Correctional Association accreditation standards. Recognize goals and objectives of the Michigan Correctional System. Identify and explain Michigan correctional policies and procedures. Define and discuss responsibilities of Michigan correctional field operations administration. Describe unique aspects of working within a correctional environment

Instruction: Students must complete no fewer than five hours of "Criminal Justice," one hour of "ACA Overview," two hours of "Michigan Prison System," four hours of "Policy and Procedures," two hours of "Field Operations Overview," and two hours of "What to Expect" in the Officer Recruit Training program. Instructional methods include lecture (supplemented by PowerPoint presentation, video and handouts), class participation, and small group discussion. Evaluation methods include written examination.

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

Introduction to Probation and Parole (3 credits, lower division)

Program: Field Agent Training Program

Location: Michigan Department of Corrections Training Academy, Lansing, MI

Length: 54 hours

Dates: May 1998 through June 2009

Objectives: Define the goals in responding to probation violations and explain community resource availability and purpose. Define and state the goal of an investigation. Define parole and state the changes to the Michigan Parole Board when it was reorganized in 1992 by executive and legislative action. Explain why the pre-sentence investigation report (PSI) is important to the parole consideration process and what Parole Guidelines are and why they were developed. State what the provisions of the Michigan Crime Victim's Rights Act relate to the parole consideration process. Explain the major goals of the Criminal Justice system and the Michigan Department of Corrections.

Instruction: Students must complete no fewer than: one hour of "Community Resources," three hours of "Sentencing Law and Overview," one hour of "Electronic Monitoring Systems," three hours of "Ethics," one hour of "Interstate Compact," eight hours of "Field Agent Overview," two hours of "Parole Overview," three hours of "Parole Violations, Discussion of Policy and Procedure of Field Agent Operations," four hours of "Pre-Parole Processing," two hours of "Probation Process," four hours of "Pre-Sentence Investigation," three hours of "Safety Awareness," three hours of "Field Agent Sentencing Guidelines," four hours of "Stress Reduction" and eight hours of Field Agent Testimony in the Field Agent Training Program. Instructional methods include lecture (supplemented by handouts, video and PowerPoint), classroom and field instruction and scenario application. Evaluation methods include written examination.

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

Issues in Emergency Preparedness (1 credit, lower division)

Program: Officer Recruit Training

Location: Michigan Department of Corrections Training Academy, Lansing, MI

Length: 36 hours

Dates: May 1998 through June 2009

Objectives: List the stages of hostage incident management and hostage guidelines. Demonstrate procedures for formations in disturbance control. Demonstrate proficiency with handgun and long guns. List the mission and goals of disturbance control and contributing factors to a disturbance. Describe general disturbance preventions and demonstrate preparedness for deployment. Identify circumstances for use of chemical agents and the procedure for decontamination of chemical munitions.

Instruction: Students must complete no fewer than: two hours of "Hostage Awareness," eight practical hours of "Drill Disturbance Control," eight classroom and eight practical hours of "Firearms Familiarization," three classroom and three practical hours of "Disturbance Control," three classroom and one practical hour of "Chemical Agents" in the Officer Recruit Training program. Instructional methods include lecture (supplemented by video and handouts) and practical exercises. Evaluation methods include written examination and practical examination.

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

Issues in Professional Workplace Conduct (2 credits, lower division)

Program: Officer Recruit Training

Location: Michigan Department of Corrections Training Academy, Lansing, MI

Length: 28 hours

Dates: May 1998 through June 2009

Objectives: Discuss issues of importance to the new correctional employee relative to appropriate workplace conduct. Develop an understanding of the need for professionalism in the workplace in dealings with inmates and staff. Instill an appreciation for the concepts of accountability and responsibility as well as a sense of acceptance and appreciation for levels of human diversity.

Instruction: Students must complete no fewer than: two hours of "Ethics in Correction," four hours of "Discriminatory Harassment," four hours of "Professional Employee Conduct," sixteen hours of "Diversity," and two hours of "Public Relations and Customer Service" in the Officer Recruit Training program. Instructional methods include the use of lecture (supplemented by PowerPoint), group discussion and work group activity. For purposes of application, the student engages exercises, work groups, presentations, self-assessment instruments, questionnaires, and varied levels of testing. These application procedures also serve as the tools for student assessment.

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

Leader as Change Agent, The (1 credit, upper division)

Program: Leading to Make a Difference: Creating a Strong, Healthy, Productive Workplace

Location: Michigan Department of Corrections Training Academy, Lansing, MI

Length: 16 hours

Dates: January 2001 through June 2009

Objectives: Discuss the ability of the supervisor or manager to positively affect change in an organization. Develop an ability to recognize areas where this change may be implemented, and discuss ways in which to employ an implementation process. Instill a sense of the need for organizations to continually seek improvement in all aspects of its operation. Discuss the importance of employee morale and motivation, and develop an understanding of strategies to achieve same.

Instruction: Students must successfully complete the "Leading to Make a Difference: Creating a Strong, Healthy, Productive Workplace" training program. Instructional techniques utilized in the classroom for the knowledge transfer process include the use of instructor lecture and group discussion. For purposes of application, the student engages in stand up presentations and varied exercises. These application procedures also serve as the tools for student assessment.

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

Leading and Managing People and Organizations (3 credits, upper division)

Program: Leadership Academy

Location: Michigan Department of Corrections Training Academy, Lansing, MI

Length: 80 hours

Dates: May 1998 through June 2009

Objectives: Develop capabilities in aspiring lower end supervisors and managers to evolve into upper level managers and/or executive level personnel. Discuss issues of critical importance to upper level management, and develop a competency in certain core areas of management responsibility. Instill a sense of value and mission with respect to organizational efficiency and effectiveness. Better develop one's abilities in the area of presentation and interaction.

Instruction: Students must successfully complete no fewer than: four hours of "Opening/Expectations," eight hours of "Myers-Briggs Type Indicator," eight hours of "Team Building," five hours of "Reflection/In-view," eight hours of "Challenge Course," four hours of "Action Plan Assignment," four hours of "Project Management," four hours of "Basic Instructional Techniques," eight hours of "Student Team Presentations," four hours of "Followership," four hours of "The Leader as Coach," twelve hours of "Labor Relations," four hours of "Nutrition and Fitness," two hours of "Student Individual Presentations," four hours of "Maintaining Individual and Group Morale," and four hours of "Legal Issues in the Michigan Department of Corrections" in the Leadership Academy (Executive Hopefuls) program. Instructional techniques include lecture (supplemented by PowerPoint), work groups, group discussions and individual and group presentations. For purposes of application, the student engages work group exercises, presentations, assessment instruments and varied levels of testing. These application procedures also serve as the tools for student assessment.

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

Management Development for Executive Administrators (3 credits, graduate)

Program: Warden/Deputy Warden Training Program

Location: Michigan Department of Corrections Training Academy, Lansing, MI

Length: 113 hours

Dates: May 1998 through June 2009

Objectives: Discuss issues of critical importance to the senior level manager in a corrections organization in a security capacity. Develop a sense of vision and mission beyond basic organizational/managerial skills. Develop a sense of understanding and application possibilities of advanced managerial theory. Discuss the importance of compliance and instill a sense of importance relative to operational efficiency and effectiveness. Insure that the individual has a clear understanding and knowledge of the value of an effective communication flow procedure in a large organization.

Instruction: Students must complete no fewer sixteen hours of "Leadership and Management," eight hours of "External Environment," twenty-four hours of "Budget and Finance," twenty-four hours of "Emergency Preparedness," twenty-four hours of "Human Resources Management," no and less than twenty-four hours of "Prisoner Management" in the Michigan Department of Corrections Warden/Deputy Warden training program. Instructional techniques include lecture, group discussion, and work groups. For purposes of application, the student engages in presentations, work group and individual exercises, scenarios, and varied levels of testing. These application procedures also serve as the tools for student assessment.

Credit Recommendation: In the graduate degree category, three semester credits.

Occupational Safety Issues (1 credit, lower division)

Program: Officer Recruit Training

Location: Michigan Department of Corrections Training Academy, Lansing, MI

Length: 20 hours

Dates: May 1998 through June 2009

Objectives: Define blood borne pathogens. Identify causes and means of transmission of AIDS and Hepatitis B and C and discuss other blood borne diseases. Recognize and use safety equipment. Explain Tuberculosis and how it is transmitted and list three activities to prevent and control tuberculosis. List possible phases of fire and describe the four classes of fire. Name the four basic by-products of combustion and discuss the dangerousness of fires in correctional institutions. Recognize general guidelines upon discovering a fire and describe the correctional system water supply system. Recognize the importance of proper cleaning and list ways to control hazardous materials. Discuss food safety rules and describe four types of safety equipment.

Instruction: Students must complete no fewer than: three hours of "Blood Borne Pathogens," one hour of "Airborne pathogens," four hours of "Fire Safety," one hour of "General Safety Awareness," three hours of "Sanitation," four classroom and four practical hours of "Self Contained Breathing Apparatus" in the Officer Recruit Training program. Instructional methods include lecture (supplemented by PowerPoint and study handouts), and classroom and group discussion. Evaluation methods include written examination.

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

Prisoner Assessment (1 credit, lower division)

Program: Officer Recruit Training

Location: Michigan Department of Corrections Training Academy, Lansing, MI

Length: 16 hours

Dates: May 1998 through June 2009

Objectives: Define subjective and objective classification systems. Distinguish between classification levels. Determine prisoner program and applicable services. List types of prisoner assignment and qualifications. Discuss department educational programming, list facility security classifications, and define a furlough. Describe the current state of mental illness in the U.S. Identify levels of treatment available. Recognize signs and symptoms of mental illness (including schizophrenia and depression). List suicide risk factors and identify stressful events that could lead to suicide. Relate observable behaviors that indicate suicidal behavior. Define drug misuse, drug abuse, and physical addiction. Identify common symptoms of drug abuse.

Instruction: Students must complete no fewer than: three hours of "Security Classification," three hours of "Prisoner Programs and Services," four hours of "Mentally Disordered Prisoners," four hours in "Substance Abuse," and four hours of "Suicide Prevention and Intervention" in the Officer Recruit Training program. Instructional methods for this course include lecture (supplemented by PowerPoint and videotape), class exercises, participatory class activities, and demonstrations. Evaluation methods include written examination.

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

Prisoner Control (2 credits, lower division)

Program: Officer Recruit Training

Location: Michigan Department of Corrections Training Academy, Lansing, MI

Length: 53 hours

Dates: May 1998 through June 2009

Objectives: Determine the type of supervision required based on inmate preparedness. Relate and demonstrate proper search techniques. Recognize legal requirements of various policies and statutes. Define deadly and non-deadly force. List and explain communication skills and steps in rapid response. List three basic areas of safety in correctional facility and relate four purposes for defusing skills. Name nine active listening skills and demonstrate ways to keep a conversation on track. List four stages of physical resistance and seven physical control principles. Describe rules and locations of touch pressure. Identify response level and defensive counterstrikes in MDOC resistance response continuum. Determine use of force from videotaped scenarios. Recognize and apply restraints.

Instruction: Students must complete no fewer than: six hours of "Personal Searches," two hours of "Situation Assessment," sixteen classroom and twenty-four practical hours of "Prisoner Control," and one classroom and four practical hours of "Restraint" in the Officer Recruit Training program. Instructional methods for this course include lecture (supplemented by PowerPoint and videotape) and practical exercises. Evaluation methods include written examination and practical examination.

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

Prisoner Misconduct (1 credit, lower division)

Program: Officer Recruit Training Program

Location: Michigan Department of Corrections Training Academy, Lansing, MI

Length: 20 hours

Dates: May 1998 through June 2009

Objectives: Discuss the reasons for prisoner discipline. Describe procedure for disciplinary hearings and courses of action available upon observation of rule violation. List the rules for evidence control and identify duties and responsibilities for a major rule violation. Relate the differences between administrative, punitive, and protective segregation. Discuss reasons for importance of record keeping. Discuss sentence structure and objectivity. Determine number, type, and charges for misconduct reports.

Instruction: Students must complete no fewer than: four hours of “Prisoner Discipline,” four hours of “Segregation,” and twelve hours of “Misconduct Report Writing” in the Officer Recruit Training program . Instructional methods include lecture (supplemented by overheads, videotape and handouts) group discussion and practicum. Evaluation methods include written examination.

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

Strategic Management Skill Development (4 credits, upper division)

Program: Leadership Development Program

Location: Michigan Department of Corrections Training Academy, Lansing, MI

Length: 72 hours

Dates: January 2001 through June 2009

Objectives: Develop the necessary skill to support the customer focus initiative. Recognize the link between leader values, leader behavior, and the building of trust. Translate environmental and organizational trends and issues into effective strategic plans. Use a goal alignment tool to improve focus, prioritization and effectiveness of the organization. Identify and use key leadership skills and behaviors that contribute to an effective change leadership role.

Instruction: Students must successfully complete no fewer than: sixteen hours of Customer Focused Leadership, sixteen hours of “Strategic Leadership-Behaviors that Make a Difference,” sixteen hours of “Strategic Planning-A Way of Thinking,” eight hours of “Performance Excellence- Aligning for Results,” and sixteen hours of “The Leader as Change Manager in the Leadership Development Program.” Instructional methods include lecture (supplemented by handouts and case studies), oral presentations, and group discussion. Evaluation methods include oral presentation, observation, and case study analysis.

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