



In-Service Training Courses

Spring 2013

Community Supervision Training Unit

6852 4th Street

Sykesville, MD 21784

Community Supervision 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 2013. 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.

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.

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, they must do so through their 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. Cheating is prohibited.

Dress Code and Employee Conduct

Unless otherwise stated, Level 1 or Level 2 dress code is required for all training classes.

There is to be no cell phone use during any courses. In the case of an emergency please contact Ashley Lohr at 410-875-3436.

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.

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:

Course	Approval Code	Approved Hours	Available
<i>Driver Improvement</i>	C11571	3	Online
<i>DPP Kiosk</i>	C11175	1	Online
<i>DJS ASSIST</i>	C11596	3	Online
<i>Domestic Violence</i>	C12058	3	Training CD Available in each office
<i>Elder Abuse</i>	C11300	3	Training CD Available in each office

These tests are to be completed on SafetyNet. If you are not automatically directed to the DPP Testing Program, all tests can be found under the Community Supervision Testing Module. You must score at least 80% on the online tests to receive credit.

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.

Course # C12184
Positive Psychology (NEW)
6 Hours

This class compares and contrasts the schools of psychology that deal with pathology and happiness. It examines the traits of individuals, both professional and offender, that they possess which make them happy and successful. It offers ideas and exercises that agents and staff can implement in order to assist offenders, coworkers, family and friends flourish and lead happier and productive lives.

Audience: All Staff
Time: 9:00 – 4:00

Dates and Locations:

2/11/13	Public Safety Education Training Center, Sykesville, Room C-214
3/5/13	Public Safety Education Training Center, Sykesville, Room C-212
3/26/13	Public Safety Education Training Center, Sykesville, Room C-213
4/4/13	Public Safety Education Training Center, Sykesville, Room C-212
4/10/13	Allegany Community College, Room CE 20
4/18/13	Public Safety Education Training Center, Sykesville, Room T-114
5/6/13	Public Safety Education Training Center, Sykesville, Room C-213
6/6/13	Public Safety Education Training Center, Sykesville, Room C-202

Course # C12183
Where Our Habits May Take Us (NEW)
6 Hours

In this course students will discover the power of our habits. We will explain why habits exist and how they can be changed to increase our life's potentials. This training will help offenders improve their negative lifestyle by adjusting their habits and beliefs. Additionally, we will explore how the reward system improves this evidence based practice technique for improved compliance with a crime free lifestyle. This approach will make case supervision more manageable. Additionally we will learn why despite years of trying some individuals and organizations will struggle to change even the smallest of habits. Yet, we will see others whose habit change seemed to reinvent them overnight.

Audience: All Staff
Time: 9:00 – 4:00

Dates and Locations:

2/27/13	Public Safety Education Training Center, Sykesville, Room H-183
4/17/13	Public Safety Education Training Center, Sykesville, Room C-213
4/23/13	Easton Department of Social Services Multipurpose Room
5/14/13	Russell Conference Room, Leonardtown Office
5/16/13	Public Safety Education Training Center, Sykesville, Room C-213
6/27/13	Salisbury Office Conference Room

Course # C12179**Bridging the Generational Gap (NEW)**

6 Hours

Participants will discover the various generation offender supervision strategies for use in the workplace. Through interactive class activities staff will gain knowledge on the various approaches available when interacting with each generation. This will include some history of generations, coaching and positive relationships with persons of a different generation. This information is also a valuable tool when working with fellow staff.

Audience: All Staff

Time: 9:00 – 4:00

Dates and Locations:

2/14/13	Public Safety Education Training Center, Sykesville, Room C-214
3/6/13	Public Safety Education Training Center, Sykesville, Room C-212
3/18/13	Public Safety Education Training Center, Sykesville, Room C-213
3/28/13	Public Safety Education Training Center, Sykesville, Room C-213
4/16/13	CCBC Catonsville, AF Building, Room 202J
4/24/13	Public Safety Education Training Center, Sykesville, Room H-183
5/7/13	CCBC Catonsville, AF Building, Room 202J
5/13/13	Public Safety Education Training Center, Sykesville, Room C-213
5/23/13	Public Safety Education Training Center, Sykesville, Room C-215
6/18/13	CCBC Owings Mills, O.O. Building, Room 303
6/25/13	Public Safety Education Training Center, Sykesville, Room C-217

Course #C11652**The Family of Addiction/Alcoholism**

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: All Staff

Time: 9:00 – 4:00

Dates and Locations:

1/22/13	Public Safety Education Training Center, Sykesville, Room C-213
1/31/13	Public Safety Education Training Center, Sykesville, Room T-114
3/21/13	Public Safety Education Training Center, Sykesville, Room H-183
5/22/13	Public Safety Education Training Center, Sykesville, Room C-214

Course #C12180**The First 60: Female Offenders Post-Incarceration (NEW)**

3 Hours

Research reveals the first sixty days are the most crucial for the female offender. This class is an overview of the issues facing the female offender the first 60 days upon reentry. Included in this information will be current data on substance abuse, mental health, family reunification, employment and housing. In addition to identifying these issues, participants will obtain information and resources to assist in supervising the female offender to reduce recidivism.

Audience: All Staff

Time: 9:00 – 12:00 **or** 1:00 – 4:00

Dates and Locations:

2/7/13	Public Safety Education Training Center, Sykesville, Room C-213
2/19/13	Public Safety Education Training Center, Sykesville, Room C-213
3/14/13	Public Safety Education Training Center, Sykesville, Room C-212
4/3/13	CCBC Owings Mills, O.O. Building, Room 303
4/10/13	Public Safety Education Training Center, Sykesville, Room C-214
5/9/13	Public Safety Education Training Center, Sykesville, Room C-213
5/29/13	Public Safety Education Training Center, Sykesville, Room C-213
6/4/13	CCBC Catonsville, AF Building, Room 202J
6/13/13	Public Safety Education Training Center, Sykesville, Room C-213

Course #C12181**The Dangerous Powers of the E-Personality (NEW)**

6 Hours

This class will provide a provocative look into the psychological and societal dangers lurking within the on-line world and how it relates to our supervision duties as agents, monitors and supervisors. What is the E-Personality you may ask? Information presented will show how the internet has not only changed our brains but the performance of our day to day activities as well. It will also provide some ideas and steps that we may consider incorporating as we proceed, with caution, in the ever expanding world of virtual reality.

Audience: All Staff

Time: 9:00 – 4:00

Dates and Locations:

2/20/13	Public Safety Education Training Center, Sykesville, Room C-213
2/25/13	Public Safety Education Training Center, Sykesville, Room H-183
3/13/13	Public Safety Education Training Center, Sykesville, Room C-212
5/8/13	Public Safety Education Training Center, Sykesville, Room C-213
5/15/13	Russell Conference Room, Leonardtown Office
6/10/13	Public Safety Education Training Center, Sykesville, Room C-213
6/26/13	Salisbury Office Conference Room

Course #C12182**Social Media – What's Your Image?**

6 hours

Due to an overwhelming interest and importance of this topic to our everyday job duties, this class has been expanded to six hours. The participants will gain an awareness of a variety of social media websites and how their social media image correlates with the **Department's Standards of Conduct**. They will learn what is proper social media etiquette and what should and what should not be posted to public websites concerning their professional lifestyle. Strategies will be included for handling instances where people feel they have witnessed, or been victim of digital bullying and taunting.

Audience: All Staff

Time: 9:00 – 4:00

Dates and Locations:

2/21/13	Public Safety Education Training Center, Sykesville, Room C-213
3/20/13	Public Safety Education Training Center, Sykesville, Room C-213
3/25/13	CCBC Hunt Valley, Room 120A
4/8/13	Public Safety Education Training Center, Sykesville, Room C-213
4/30/13	Public Safety Education Training Center, Sykesville, Room C-213
5/9/13	Allegany Community College, Room CE 20
5/15/13	Public Safety Education Training Center, Sykesville, Room C-213
5/30/13	Public Safety Education Training Center, Sykesville, Room C-213
6/20/13	Public Safety Education Training Center, Sykesville, Room T-114

Course #C11695**Customer Service**

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: All Staff

Time: 9:00 – 4:00

Dates and Locations:

3/12/13	Public Safety Education Training Center, Sykesville, Room C-212
5/2/13	Public Safety Education Training Center, Sykesville, Room C-213
6/12/13	Public Safety Education Training Center, Sykesville, Room C-213

Course #C11624
Effective Strategies for Supervising Employees

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:

4/2/13 Public Safety Education Training Center, Sykesville, Room C-212

5/21/13 Public Safety Education Training Center, Sykesville, Room C-214

6/5/13 Public Safety Education Training Center, Sykesville, Room C-215

Course #C11790
Basic Defensive Tactics

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:

1/25/13 Public Safety Education Training Center, Sykesville, Gym

2/1/13 Public Safety Education Training Center, Sykesville, Gym

5/3/13 Public Safety Education Training Center, Sykesville, Gym

5/31/13 Public Safety Education Training Center, Sykesville, Gym

Course #C11753
Narcotics Identification

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:

1/24/13	Public Safety Education Training Center, Sykesville, Room C-213
1/30/13	Public Safety Education Training Center, Sykesville, Room T-114
4/15/13	Public Safety Education Training Center, Sykesville, Room C-213
4/25/13	Easton Department of Social Services Multipurpose Room

Directions to Training Sites:

Allegany Community College

12401 Willowbrook Road
Cumberland, MD 21502
<http://www.allegany.edu/x457.xml>

Community College of Baltimore County - All Campuses

<http://www.ccbcmd.edu/directory/index.html>

Community College of Baltimore County/ Catonsville

800 South Rolling Road
Baltimore, MD 21228-5317

Community College of Baltimore County/ Hunt Valley

11101 McCormick Road
Hunt Valley, Maryland

Community College of Baltimore County/ Owings Mills

110 Painters Mill Road
Baltimore, MD 21117

Community Supervision Offices

http://www.dpscs.state.md.us/locations/dpp_offices.shtml

Leonardtwn Office - Russell Conference Room

23110 Leonard Hall Drive
Leonardtwn, MD 20650

District Court Multi-Service Center - Salisbury Conference Room

201 Baptist St
Salisbury, MD 21801

Easton Department of Social Services Multipurpose Room

301 Bay Street
Easton, MD 21601

From the north on U.S. Route 50:

As you approach the northern outskirts of Easton, proceed through the first traffic light (Easton Ford is on the left, Easton Airport on the right).

At second light, MD Route 322, bear right.

Go through three lights: Washington Street, Glebe Road (Black & Decker on right), and Marlboro Road (Shopping centers).

At 4th light, Bay Street/MD Route 33, turn left.

Go several hundred yards, look for 1st left, brick posts with Talbot Landing sign, turn left onto lane.

Go past the two ponds, bear left, and up the small hill.

There are three buildings; we are the second building.

From the south on U.S. Route 50:

As you pass Fuller Motors and Neviaser Motors, approximately at Milepost 68, get into left lane. Bear left at intersection with Route 322. Light on ramp to cross 50 may be a flashing red or regular signal.

Follow Route 322 north, through first light at Oxford Road (Route 333) and second light at Port Street. Turn right at third traffic light, Bay Street/Route 33.

Go several hundred yards, look for 1st left, brick posts with Talbot Landing sign, turn left onto lane.

Go past the two ponds, bear left, and up the small hill.

There are three buildings; we are the second building.

From Route 50 Business area:

BEWARE OF EASTON'S ONE WAY STREETS!

From areas north of Dover Street, go south on Route 50 to Dover Street (Texaco, Shell, Exxon & 7-11 on corners), turn right.

Proceed west on Dover Street, go through 2 lights (Aurora & Harrison Streets).

Turn right onto Washington Street (3rd light).

Go through light at Goldsborough Street. Get in left lane for next light, and make left onto Bay Street.

Go past Nations Bank and brick office buildings, turn right at the brick posts with Talbot Landing Signs.

Go past the two ponds, bear left, and up the small hill.

There are three buildings; we are the second building.

**Public Safety Education Training Center
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 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.

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.