**Minimum Training Standards Spreadsheet:**

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| **CORRECTIONAL OFFICER TRAINING REQUIREMENTS** | **Initial Program of Instruction** | **During 1st year** | **Academy** | **In-Service** | **Reference** | **Resource** |
| Authorized Employee Property | X |  |  |  | 13 AAC 87.060 | [P&P 202.16](http://www.correct.state.ak.us/pnp/pdf/202_16.pdf) |
| Avoiding Offender Set-Ups | X |  |  |  | 13 AAC 87.060 | [DOC-Web](http://doc-web.correct.state.ak.us/trainacademy/lessonplans/Avoiding%20Inmate%20Set-Ups/) |
| Blood Borne Pathogens/CPR/First Aid | X | X |  | X | 22 AAC 05.195, 13 AAC 87.060 | [P&P 202.03](http://www.correct.state.ak.us/pnp/pdf/202.03.pdf) |
| Code of Ethics and Professional Conduct | X |  |  | X | 13 AAC 87.060 | [P&P 202.01](http://www.correct.state.ak.us/pnp/pdf/202.01.pdf) |
| Communication Skills and Techniques/Interpersonal Relations |  | X | X |  | 22 AAC 05.195, 13 AAC 87.060 |  |
| Control Techniques (Defensive Tactics) |  |  | X |  | 13 AAC 87.060 | [DOC-Web](http://doc-web.correct.state.ak.us/trainacademy/o3ct.htm) |
| Core Values of a Correctional Professional | X |  |  |  | 13 AAC 87.060 | [IPI-07](http://doc-web.correct.state.ak.us/trainacademy/lessonplans/Field%20Training%20Officer/PO%20FTO%20Manual/PO%20Initial%20Program%20of%20Instruction/) |
| Cultural Diversity & Disability Awareness |  | X | X |  | 22 AAC 05.195, 13 AAC 87.060 | [VDIV](http://doa.alaska.gov/dop/TrainingDevelopment/courses/vdiv/) |
| Custody, Supervision and Control of Prisoners |  | X | X |  | 22 AAC 05.195, 13 AAC 87.060 |  |
| Emergency Trauma Treatment |  | X |  |  | 22 AAC 05.195 |  |
| Facility Security Procedures |  | X |  |  | 22 AAC 05.195 |  |
| Fire Procedures, Fire Extinguisher Training |  | X |  |  | 22 AAC 05.195 | [DOC-Web](http://doc-web.correct.state.ak.us/trainacademy/lessonplans/Fire%20Safety/) |
| Firearms Certification |  | X | X | X | 22 AAC 05.195, 13 AAC 87.060 | [DOC-Web](http://doc-web.correct.state.ak.us/trainacademy/lessonplans/Firearms/) |
| Incident Command System | X |  |  |  | 13 AAC 87.060 | [IPI-10](http://doc-web.correct.state.ak.us/trainacademy/lessonplans/Field%20Training%20Officer/PO%20FTO%20Manual/PO%20Initial%20Program%20of%20Instruction/) |
| Legal Issues and Liability Including Provisions of 22 AAC 05 & AS 33 |  | X | X |  | 22 AAC 05.195, 13 AAC 87.060 |  |
| Less Lethal Weapons Certification / Chemical Agents |  | X | X |  | 23 AAC 05.195, 13 AAC 87.060 |  |
| Mechanical Restraints / Use of Restraints |  | X | X |  | 26 AAC 05.195, 13 AAC 87.060 | [DOC-Web](http://doc-web.correct.state.ak.us/trainacademy/lessonplans/Restraints/) |
| Officer Safety and Security |  |  | X |  | 13 AAC 87.060 | [DOC-Web](http://doc-web.correct.state.ak.us/trainacademy/lessonplans/Officer%20Survival/) |
| Prison Rape Elimination Act (PREA) | X |  |  | X | 13 AAC 87.060 | [IPI-11](http://doc-web.correct.state.ak.us/trainacademy/lessonplans/Field%20Training%20Officer/PO%20FTO%20Manual/PO%20Initial%20Program%20of%20Instruction/) |
| Professional Code of Conduct | X |  |  |  | 13 AAC 87.060 | [P&P 202.15](http://www.correct.state.ak.us/pnp/pdf/202.15.pdf) |
| Recognition and Dispensing of Medication |  | X |  |  | 22 AAC 05.195 |  |
| Record Keeping |  | X | X |  | 27 AAC 05.195, 13 AAC 87.060 | [DOC-Web](http://doc-web.correct.state.ak.us/trainacademy/lessonplans/Logs%20&%20Records/) |
| Reentry |  |  | X |  | 13 AAC 87.060 | [DOC-Web](http://doc-web.correct.state.ak.us/trainacademy/lessonplans/Alaska%20Prisoner%20Reentry%20Initiative/) |
| Report Writing |  | X | X |  | 22 AAC 05.195, 13 AAC 87.060 | [DOC-Web](http://doc-web.correct.state.ak.us/trainacademy/lessonplans/Report%20Writing/) |
| Rights and Responsibilities of Inmates |  | X |  |  | 22 AAC 05.195 |  |
| Rules for the Conduct of Prisoners |  | X |  |  | 22 AAC 05.195 |  |
| Security Procedures |  |  | X |  | 13 AAC 87.060 | [DOC-Web](http://doc-web.correct.state.ak.us/trainacademy/lessonplans/Instituional%20Security/) |
| Sexual Harassment | X |  |  |  | 13 AAC 87.060 | [P&P 201.09](http://www.correct.state.ak.us/pnp/pdf/201.09.pdf) |
| State Emergency Plans and Procedures |  | X | X |  | 22 AAC 05.195, 13 AAC 87.060 | [P&P 110.01](http://www.correct.state.ak.us/pnp/pdf/110.01.pdf) |
| Suicide Awareness and Prevention / Mental Health Awareness | X |  | X | X | 13 AAC 87.060 | [DOC-Web](http://doc-web.correct.state.ak.us/trainacademy/lessonplans/Suicide%20Prevention%20Training/) |
| Supervision Standards |  |  | X |  | 22 AAC 05.195, 13 AAC 87.060 | [DOC-Web](http://doc-web.correct.state.ak.us/trainacademy/lessonplans/Direct%20Supervision/) |
| Use of Force / Use of Force Policy Overview | X | X | X |  | 22 AAC 05.195, 13 AAC 87.060 |  |
| Workplace Violence | X |  |  |  | [P&P 201.13](http://www.correct.state.ak.us/pnp/pdf/201.13.pdf) | [P&P 201.13](http://www.correct.state.ak.us/pnp/pdf/201.13.pdf) |

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| **PROBATION OFFICER TRAINING REQUIREMENTS** | **Initial Program of Instruction** | **Academy** | **In-Service** | **Reference** | **Resource** |
| Authorized Employee Property | X |  |  | 13 AAC 87.060 | [IPI-06](http://doc-web.correct.state.ak.us/trainacademy/lessonplans/Field%20Training%20Officer/PO%20FTO%20Manual/PO%20Initial%20Program%20of%20Instruction/) |
| Auto-Pistol Recertification (DPP/PED) |  |  | X |  | 401.01 |
| Avoiding Offender Set-Ups | X |  |  | 13 AAC 87.060 | [DOC-Web](http://doc-web.correct.state.ak.us/trainacademy/lessonplans/Avoiding%20Inmate%20Set-Ups/) |
| Bloodborne Pathogens | X |  | X | 13 AAC 87.060 | [P&P 202.03](http://www.correct.state.ak.us/pnp/pdf/202.03.pdf) |
| Cardio Pulmonary Resuscitation (CPR) & First Aid | X |  | X |  | [P&P 202.03](http://www.correct.state.ak.us/pnp/pdf/202.03.pdf) |
| Code of Ethics and Professional Conduct | X |  | X |  | [P&P 202.01](http://www.correct.state.ak.us/pnp/pdf/202.01.pdf) |
| Communication Skills & Techniques |  | X |  | 13 AAC 87.060 |  |
| Control Techniques (DT) |  | X |  | 13 AAC 87.060 | [DOC-Web](http://doc-web.correct.state.ak.us/trainacademy/o3ct.htm) |
| Core Values of a Correctional Professional | X |  |  | 13 AAC 87.060 | [IPI-07](http://doc-web.correct.state.ak.us/trainacademy/lessonplans/Field%20Training%20Officer/PO%20FTO%20Manual/PO%20Initial%20Program%20of%20Instruction/) |
| Cultural Diversity & Disability Awareness |  | X |  | 13 AAC 87.060 | [VDIV](http://doa.alaska.gov/dop/TrainingDevelopment/courses/vdiv/) |
| Firearms Familiarization & Safety |  | X |  | 13 AAC 87.060 |  |
| Fire Procedures, Fire Extinguisher training |  |  | X |  | [DOC-Web](http://doc-web.correct.state.ak.us/trainacademy/lessonplans/Fire%20Safety/) |
| Incident Command System | X |  |  | 13 AAC 87.060 | [IPI-10](http://doc-web.correct.state.ak.us/trainacademy/lessonplans/Field%20Training%20Officer/PO%20FTO%20Manual/PO%20Initial%20Program%20of%20Instruction/) |
| Interviewing and Counseling Techniques |  | X |  | 13 AAC 87.060 |  |
| Legal Issues & Liability |  | X |  | 13 AAC 87.060 |  |
| Less Lethal Weapon Certification/Chemical Agents |  | X | X | 13 AAC 87.060 |  |
| Mechanical Restraints/Use of Restraints |  | X |  | 13 AAC 87.060 | [DOC-Web](http://doc-web.correct.state.ak.us/trainacademy/lessonplans/Restraints/) |
| Mental Health & Suicide Prevention/Awareness | X | X | X |  |  |
| Officer Safety & Security |  | X |  | 13 AAC 87.060 | [DOC-Web](http://doc-web.correct.state.ak.us/trainacademy/lessonplans/Officer%20Survival/) |
| Overview of the Criminal Justice System |  | X |  | 13 AAC 87.060 | [DOC-Web](http://doc-web.correct.state.ak.us/trainacademy/lessonplans/Overview%20of%20Criminal%20Justice%20System/) |
| Prison Rape Elimination Act (PREA) | X |  | X | 13 AAC 87.060 | [IPI-11](http://doc-web.correct.state.ak.us/trainacademy/lessonplans/Field%20Training%20Officer/PO%20FTO%20Manual/PO%20Initial%20Program%20of%20Instruction/) |
| Professional Code of Conduct / Standards of Conduct | X |  |  | 13 AAC 87.060 | [P&P 202.15](http://www.correct.state.ak.us/pnp/pdf/202.15.pdf) |
| Re-Entry |  | X |  | 13 AAC 87.060 |  |
| Report Writing & Record Keeping | X | X |  | 13 AAC 87.060 | [DOC-Web](http://doc-web.correct.state.ak.us/trainacademy/lessonplans/Report%20Writing/) |
| Response to Resistance/Use of Force Overview | X |  |  | 13 AAC 87.060 | [IPI-08](http://doc-web.correct.state.ak.us/trainacademy/lessonplans/Restraints/) |
| Response to Resistance/Use of Force Policy & Legal Standards |  | X | X | 13 AAC 87.060 |  |
| Risk Assessment |  | X |  | 13 AAC 87.060 | [DOC-Web](http://doc-web.correct.state.ak.us/trainacademy/lessonplans/Risk%20Assessments/General%20Recidivism%20Risk%20Assessments/) |
| Drug Recognition |  | X |  | P&P 401.04 |  |
| Sexual Harassment | X |  | X | 13 AAC 87.060 | [P&P 201.09](http://www.correct.state.ak.us/pnp/pdf/201.09.pdf) |
| State Emergency Plans and Procedures | X | X | X |  | [P&P 110.01](http://www.correct.state.ak.us/pnp/pdf/110.01.pdf) |
| Supervision Standards | X |  | X | 13 AAC 87.060 | [P&P 902.03](http://www.correct.state.ak.us/pnp/pdf/902.03.pdf) |
| Techniques of Supervision |  | X |  | 13 AAC 87.060 | [DOC-Web](http://doc-web.correct.state.ak.us/trainacademy/lessonplans/Restraints/) |
| Workplace Violence | X |  |  | [P&P 201.13](http://www.correct.state.ak.us/pnp/pdf/201.13.pdf) | [P&P 201.13](http://www.correct.state.ak.us/pnp/pdf/201.13.pdf) |

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| **HEALTH CARE STAFF** | **Initial Program**  **of Instruction** | **In-Service** | **Reference** | **Resource** |
| Authorized Employee Property | X |  | 13 AAC 87.060 | [IPI-06](http://doc-web.correct.state.ak.us/trainacademy/lessonplans/Field%20Training%20Officer/PO%20FTO%20Manual/PO%20Initial%20Program%20of%20Instruction/) |
| Bloodborne Pathogens | X | X | 13 AAC 87.060 | [P&P 202.03](http://www.correct.state.ak.us/pnp/pdf/202.03.pdf) |
| Cardio Pulmonary Resuscitation (CPR) & First Aid | X | X |  | [P&P 202.03](http://www.correct.state.ak.us/pnp/pdf/202.03.pdf) |
| Code of Ethics and Professional Conduct | X | X |  | [P&P 202.01](http://www.correct.state.ak.us/pnp/pdf/202.01.pdf) |
| Emergency Procedures for Strikes, Escapes, Fires, & Hostage Situations |  | X |  | [P&P 401.01](http://www.correct.state.ak.us/pnp/pdf/401.01.pdf) |
| Mental Health & Suicide Prevention/Awareness | X | X |  |  |
| Prison Rape Elimination Act (PREA) | X | X | 13 AAC 87.060 | [IPI-11](http://doc-web.correct.state.ak.us/trainacademy/lessonplans/Field%20Training%20Officer/PO%20FTO%20Manual/PO%20Initial%20Program%20of%20Instruction/) |
| Professional Code of Conduct / Standards of Conduct | X |  | 13 AAC 87.060 | [P&P 202.15](http://www.correct.state.ak.us/pnp/pdf/202.15.pdf) |
| Sexual Harassment | X | X | 13 AAC 87.060 | [P&P 201.09](http://www.correct.state.ak.us/pnp/pdf/201.09.pdf) |
| Workplace Violence | X |  |  | [P&P 201.13](http://www.correct.state.ak.us/pnp/pdf/201.13.pdf) |

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| **PROFESSIONAL AND TECHNICAL SUPPORT PERSONNEL** | **Initial Program of Instruction** | **During 1st Year** | **In-Service** | **Reference** | **Resource** |
| Authorized Employee Property | X |  |  |  | [P&P 202.16](http://www.correct.state.ak.us/pnp/pdf/202_16.pdf) |
| Bloodborne Pathogens | X |  | X |  | [P&P 202.03](http://www.correct.state.ak.us/pnp/pdf/202.03.pdf) |
| Cardio Pulmonary Resuscitation (CPR) & First Aid | X |  | X |  | [P&P 202.03](http://www.correct.state.ak.us/pnp/pdf/202.03.pdf) |
| Civil Law and Legal Liability |  | X |  |  | [P&P 401.01](http://www.correct.state.ak.us/pnp/pdf/401.01.pdf) |
| Code of Ethics and Professional Conduct | X |  | X |  | P&P 202.01 |
| Criminal Justice |  | X |  |  | [P&P 401.01](http://www.correct.state.ak.us/pnp/pdf/401.01.pdf) |
| Crisis Intervention |  | X |  |  | [P&P 401.01](http://www.correct.state.ak.us/pnp/pdf/401.01.pdf) |
| Cross-Cultural Awareness |  | X |  |  | [P&P 401.01](http://www.correct.state.ak.us/pnp/pdf/401.01.pdf) |
| Disciplinary Procedures |  | X |  |  | [P&P 401.01](http://www.correct.state.ak.us/pnp/pdf/401.01.pdf) |
| Emergency Procedures for Strikes, Escapes, Fires, & Hostage Situations |  | X |  |  | [P&P 401.01](http://www.correct.state.ak.us/pnp/pdf/401.01.pdf) |
| Instructions for Specific Jobs |  | X |  |  | [P&P 401.01](http://www.correct.state.ak.us/pnp/pdf/401.01.pdf) |
| Interpersonal Communications |  | X |  |  | [P&P 401.01](http://www.correct.state.ak.us/pnp/pdf/401.01.pdf) |
| Labor Relations |  | X |  |  | [P&P 401.01](http://www.correct.state.ak.us/pnp/pdf/401.01.pdf) |
| Management Skills |  | X |  |  | [P&P 401.01](http://www.correct.state.ak.us/pnp/pdf/401.01.pdf) |
| Mental Health & Suicide Prevention/Awareness | X |  | X |  | [DOC-Web](http://www.correct.state.ak.us/pnp/pdf/401.01.pdf) |
| Prison Rape Elimination Act (PREA) | X |  | X |  | [IPI-11](http://www.correct.state.ak.us/pnp/pdf/401.01.pdf) |
| Professional Code of Conduct / Standards of Conduct | X |  |  |  | [P&P 202.15](http://www.correct.state.ak.us/pnp/pdf/202.15.pdf) |
| Report Writing |  | X |  |  | P&P 401.01 |
| Safety and Security |  | X |  |  | P&P 401.01 |
| Sexual Harassment | X |  |  |  | [P&P 201.09](http://www.correct.state.ak.us/pnp/pdf/201.09.pdf) |
| Workplace Violence | X |  |  |  | [P&P 201.13](http://www.correct.state.ak.us/pnp/pdf/201.13.pdf) |

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| **ADMINISTRATIVE SUPPORT STAFF** | **Initial Program of Instruction** | **During 1st Year** | **In-Service** | **Reference** | **Resource** |
| Authorized Employee Property | X |  |  |  | [P&P 202.16](http://www.correct.state.ak.us/pnp/pdf/202_16.pdf) |
| Bloodborne Pathogens | X |  | X |  | [P&P 202.03](http://www.correct.state.ak.us/pnp/pdf/202.03.pdf) |
| Cardio Pulmonary Resuscitation (CPR) & First Aid | X |  | X |  | [P&P 202.03](http://www.correct.state.ak.us/pnp/pdf/202.03.pdf) |
| Code of Ethics and Professional Conduct | X |  | X |  | P&P 202.01 |
| Department Policies, Procedures, and Regulations |  | X |  |  | [P&P 401.01](http://www.correct.state.ak.us/pnp/pdf/401.01.pdf) |
| Emergency Procedures for Strikes, Escapes, Fires, & Hostage Situations |  | X |  |  | [P&P 401.01](http://www.correct.state.ak.us/pnp/pdf/401.01.pdf) |
| Employee Duties and Responsibilities |  | X |  |  | [P&P 401.01](http://www.correct.state.ak.us/pnp/pdf/401.01.pdf) |
| Equal Employment Opportunity Principles |  | X |  |  | [P&P 401.01](http://www.correct.state.ak.us/pnp/pdf/401.01.pdf) |
| Instructions for Specific Jobs |  | X |  |  | [P&P 401.01](http://www.correct.state.ak.us/pnp/pdf/401.01.pdf) |
| Mental Health & Suicide Prevention/Awareness | X |  | X |  | [DOC-Web](http://doc-web.correct.state.ak.us/trainacademy/lessonplans/Suicide%20Prevention%20Training/) |
| Overview of Corrections: Its Purpose and Goals |  | X |  |  | [P&P 401.01](http://www.correct.state.ak.us/pnp/pdf/401.01.pdf) |
| Prison Rape Elimination Act (PREA) | X |  | X |  | [IPI-11](http://doc-web.correct.state.ak.us/trainacademy/lessonplans/Field%20Training%20Officer/PO%20FTO%20Manual/PO%20Initial%20Program%20of%20Instruction/) |
| Professional Code of Conduct / Standards of Conduct | X |  |  |  | [P&P 202.15](http://www.correct.state.ak.us/pnp/pdf/202.15.pdf) |
| Sexual Harassment | X |  |  |  | [P&P 201.09](http://www.correct.state.ak.us/pnp/pdf/201.09.pdf) |
| Workplace Violence | X |  |  |  | [P&P 201.13](http://www.correct.state.ak.us/pnp/pdf/201.13.pdf) |

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| **CONTRACTOR, VOLUNTEER & QUALIFIED COMMUNITY REPRESENTATIVE TRAINING REQUIREMENTS** | **Initial Program of Instruction** | **Academy** | **In-Service** | **Reference** | **Resource** |
| Alaska Statutes (Volunteer References) Review | X |  |  | [P&P 819.01](http://www.correct.state.ak.us/pnp/pdf/819.01.pdfhttp:/www.correct.state.ak.us/pnp/pdf/819.01.pdf) | [DOC-Web](http://doc-web.correct.state.ak.us/trainacademy/lessonplans/Citizen%20Invovlement%20&%20Volunteers/%234%20Completion%20Log%20-%20Volunteer%20Initial%20Program%20of%20Instruction%20(IPI)%20819%20Series.pdf) |
| Classroom Instruction for Volunteers |  | X |  | [P&P 819.01](http://www.correct.state.ak.us/pnp/pdf/819.01.pdfhttp:/www.correct.state.ak.us/pnp/pdf/819.01.pdf) | [DOC-Web](http://doc-web.correct.state.ak.us/trainacademy/lessonplans/Citizen%20Invovlement%20&%20Volunteers/%234%20Completion%20Log%20-%20Volunteer%20Initial%20Program%20of%20Instruction%20(IPI)%20819%20Series.pdf) |
| Code of Ethical and Professional Conduct Policy Review | X |  | X |  | [P&P 202.01](http://www.correct.state.ak.us/pnp/pdf/202.01.pdf) |
| Confidentiality |  | X |  | [P&P 819.01](http://www.correct.state.ak.us/pnp/pdf/819.01.pdfhttp:/www.correct.state.ak.us/pnp/pdf/819.01.pdf) | [DOC-Web](http://doc-web.correct.state.ak.us/trainacademy/lessonplans/Citizen%20Invovlement%20&%20Volunteers/%234%20Completion%20Log%20-%20Volunteer%20Initial%20Program%20of%20Instruction%20(IPI)%20819%20Series.pdf) |
| Expectations of Volunteers |  | X |  | [P&P 819.01](http://www.correct.state.ak.us/pnp/pdf/819.01.pdfhttp:/www.correct.state.ak.us/pnp/pdf/819.01.pdf) | [DOC-Web](http://doc-web.correct.state.ak.us/trainacademy/lessonplans/Citizen%20Invovlement%20&%20Volunteers/%234%20Completion%20Log%20-%20Volunteer%20Initial%20Program%20of%20Instruction%20(IPI)%20819%20Series.pdf) |
| Facility Rules and Guidelines | X | X |  | [P&P 819.01](http://www.correct.state.ak.us/pnp/pdf/819.01.pdfhttp:/www.correct.state.ak.us/pnp/pdf/819.01.pdf) | [DOC-Web](http://doc-web.correct.state.ak.us/trainacademy/lessonplans/Citizen%20Invovlement%20&%20Volunteers/%234%20Completion%20Log%20-%20Volunteer%20Initial%20Program%20of%20Instruction%20(IPI)%20819%20Series.pdf) |
| History and Mission of the Department of Corrections |  | X |  | [P&P 819.01](http://www.correct.state.ak.us/pnp/pdf/819.01.pdfhttp:/www.correct.state.ak.us/pnp/pdf/819.01.pdf) | [DOC-Web](http://doc-web.correct.state.ak.us/trainacademy/lessonplans/Citizen%20Invovlement%20&%20Volunteers/%234%20Completion%20Log%20-%20Volunteer%20Initial%20Program%20of%20Instruction%20(IPI)%20819%20Series.pdf) |
| How to Respond to Emergencies | X | X |  | [P&P 819.01](http://www.correct.state.ak.us/pnp/pdf/819.01.pdfhttp:/www.correct.state.ak.us/pnp/pdf/819.01.pdf) | [DOC-Web](http://doc-web.correct.state.ak.us/trainacademy/lessonplans/Citizen%20Invovlement%20&%20Volunteers/%234%20Completion%20Log%20-%20Volunteer%20Initial%20Program%20of%20Instruction%20(IPI)%20819%20Series.pdf) |
| Identification Badge of Authority Policy Review |  | X | X | P&P 819.01 | [P&P 202.10](http://www.correct.state.ak.us/pnp/pdf/202.10.pdf) |
| Prison Rape Elimination Act (PREA) |  | X | X |  | [DOC-Web](http://doc-web.correct.state.ak.us/trainacademy/lessonplans/Citizen%20Invovlement%20&%20Volunteers/%234%20Completion%20Log%20-%20Volunteer%20Initial%20Program%20of%20Instruction%20(IPI)%20819%20Series.pdf) |
| Prisoner Manipulation Issues |  | X |  | [P&P 819.01](http://www.correct.state.ak.us/pnp/pdf/819.01.pdfhttp:/www.correct.state.ak.us/pnp/pdf/819.01.pdf) | [DOC-Web](http://doc-web.correct.state.ak.us/trainacademy/lessonplans/Citizen%20Invovlement%20&%20Volunteers/%234%20Completion%20Log%20-%20Volunteer%20Initial%20Program%20of%20Instruction%20(IPI)%20819%20Series.pdf) |
| Procedures for Signing In and Out of the Facility | X | X |  | [P&P 819.01](http://www.correct.state.ak.us/pnp/pdf/819.01.pdfhttp:/www.correct.state.ak.us/pnp/pdf/819.01.pdf) | [DOC-Web](http://doc-web.correct.state.ak.us/trainacademy/lessonplans/Citizen%20Invovlement%20&%20Volunteers/%234%20Completion%20Log%20-%20Volunteer%20Initial%20Program%20of%20Instruction%20(IPI)%20819%20Series.pdf) |
| Prohibited Conduct and Penalties Policy Review | X |  |  |  | [P&P 809.02](http://www.correct.state.ak.us/pnp/pdf/809.02.pdf) |
| Security Issues for Volunteers (Security Practices) |  | X |  | [P&P 819.01](http://www.correct.state.ak.us/pnp/pdf/819.01.pdfhttp:/www.correct.state.ak.us/pnp/pdf/819.01.pdf) | [DOC-Web](http://doc-web.correct.state.ak.us/trainacademy/lessonplans/Citizen%20Invovlement%20&%20Volunteers/%234%20Completion%20Log%20-%20Volunteer%20Initial%20Program%20of%20Instruction%20(IPI)%20819%20Series.pdf) |
| Sexual Abuse / Sexual Assault & Reporting Policy Review | X |  |  |  | [P&P 808.19](http://www.correct.state.ak.us/pnp/pdf/808.19.pdf) |
| Sexual Harassment Policy Review | X |  |  |  | [P&P 201.09](http://www.correct.state.ak.us/pnp/pdf/201.09.pdf) |
| Specific Facility SOP Instruction |  |  | X |  | [DOC-Web](http://doc-web.correct.state.ak.us/trainacademy/lessonplans/Citizen%20Invovlement%20&%20Volunteers/%234%20Completion%20Log%20-%20Volunteer%20Initial%20Program%20of%20Instruction%20(IPI)%20819%20Series.pdf) |
| Standards of Conduct Policy Review | X |  |  |  | [P&P 202.15](http://www.correct.state.ak.us/pnp/pdf/202.15.pdf) |
| Suicide Prevention and Awareness Policy Review | X | X | X |  | [P&P 807.20](http://www.correct.state.ak.us/pnp/pdf/807.20.pdf) |
| Undue Familiarity |  | X |  | [P&P 819.01](http://www.correct.state.ak.us/pnp/pdf/819.01.pdfhttp:/www.correct.state.ak.us/pnp/pdf/819.01.pdf) | [DOC-Web](http://doc-web.correct.state.ak.us/trainacademy/lessonplans/Citizen%20Invovlement%20&%20Volunteers/%234%20Completion%20Log%20-%20Volunteer%20Initial%20Program%20of%20Instruction%20(IPI)%20819%20Series.pdf) |
| Volunteer Staff Dress Code |  | X |  | [P&P 819.01](http://www.correct.state.ak.us/pnp/pdf/819.01.pdfhttp:/www.correct.state.ak.us/pnp/pdf/819.01.pdf) | [DOC-Web](http://doc-web.correct.state.ak.us/trainacademy/lessonplans/Citizen%20Invovlement%20&%20Volunteers/%234%20Completion%20Log%20-%20Volunteer%20Initial%20Program%20of%20Instruction%20(IPI)%20819%20Series.pdf) |
| What May be Taken In or Out of the Facility |  | X |  | [P&P 819.01](http://www.correct.state.ak.us/pnp/pdf/819.01.pdfhttp:/www.correct.state.ak.us/pnp/pdf/819.01.pdf) | [DOC-Web](http://doc-web.correct.state.ak.us/trainacademy/lessonplans/Citizen%20Invovlement%20&%20Volunteers/%234%20Completion%20Log%20-%20Volunteer%20Initial%20Program%20of%20Instruction%20(IPI)%20819%20Series.pdf) |

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| **MANAGERIAL STAFF** | **Initial Program of Instruction** | **During 1st Year** | **In-Service** | **Reference** | **Resource** |
| Authorized Employee Property | X |  |  |  | [P&P 202.16](http://www.correct.state.ak.us/pnp/pdf/202_16.pdf) |
| Bloodborne Pathogens | X |  | X |  | [P&P 202.03](http://www.correct.state.ak.us/pnp/pdf/202.03.pdf) |
| Cardio Pulmonary Resuscitation (CPR) & First Aid | X |  | X |  | [P&P 202.03](http://www.correct.state.ak.us/pnp/pdf/202.03.pdf) |
| Civil Law and Legal Liability |  | X |  |  | [P&P 401.01](http://www.correct.state.ak.us/pnp/pdf/401.01.pdf) |
| Code of Ethics | X |  | X |  | P&P 202.01 |
| Criminal Justice |  | X |  |  | [P&P 401.01](http://www.correct.state.ak.us/pnp/pdf/401.01.pdf) |
| Crisis Intervention |  | X |  |  | [P&P 401.01](http://www.correct.state.ak.us/pnp/pdf/401.01.pdf) |
| Cross-Cultural Awareness |  | X |  |  | [P&P 401.01](http://www.correct.state.ak.us/pnp/pdf/401.01.pdf) |
| Disciplinary Procedures |  | X |  |  | [P&P 401.01](http://www.correct.state.ak.us/pnp/pdf/401.01.pdf) |
| Emergency Procedures for Strikes, Escapes, Fires, & Hostage Situations |  | X |  |  | [P&P 401.01](http://www.correct.state.ak.us/pnp/pdf/401.01.pdf) |
| Employee-Management Relations |  | X |  |  | [P&P 401.01](http://www.correct.state.ak.us/pnp/pdf/401.01.pdf) |
| General Management |  | X |  |  | [P&P 401.01](http://www.correct.state.ak.us/pnp/pdf/401.01.pdf) |
| Instructions for Specific Jobs |  | X |  |  | [P&P 401.01](http://www.correct.state.ak.us/pnp/pdf/401.01.pdf) |
| Interpersonal Communications |  | X |  |  | [P&P 401.01](http://www.correct.state.ak.us/pnp/pdf/401.01.pdf) |
| Labor Law |  | X |  |  | [P&P 401.01](http://www.correct.state.ak.us/pnp/pdf/401.01.pdf) |
| Labor Relations |  | X |  |  | [P&P 401.01](http://www.correct.state.ak.us/pnp/pdf/401.01.pdf) |
| Management Skills |  | X |  |  | P&P 401.01 |
| Mental Health & Suicide Prevention/Awareness | X |  | X |  | [DOC-Web](http://doc-web.correct.state.ak.us/trainacademy/lessonplans/Suicide%20Prevention%20Training/) |
| Prison Rape Elimination Act (PREA) | X |  | X |  | [IPI-11](http://doc-web.correct.state.ak.us/trainacademy/lessonplans/Field%20Training%20Officer/PO%20FTO%20Manual/PO%20Initial%20Program%20of%20Instruction/) |
| Professional Code of Conduct / Standards of Conduct | X |  |  |  | [P&P 202.15](http://www.correct.state.ak.us/pnp/pdf/202.15.pdf) |
| Public Relations |  | X |  |  | P&P 401.01 |
| Relationships with Other Service Agencies |  | X |  |  | P&P 401.01 |
| Report Writing |  | X |  |  | P&P 401.01 |
| Safety and Security |  | X |  |  | P&P 401.01 |
| Sexual Harassment | X |  |  |  | [P&P 201.09](http://www.correct.state.ak.us/pnp/pdf/201.09.pdf) |
| Vicarious Liability |  | X |  |  | P&P 401.01 |
| Workplace Violence | X |  |  |  | [P&P 201.13](http://www.correct.state.ak.us/pnp/pdf/201.13.pdf) |

**Note:** These lists serve as a guide referencing baseline statutory, administrative code and policy training requirements. Additional requirements within a Departmental Division or local office/institution Standard Operating Procedure (SOP) may still require training either upon the initial hire training period or while in-service; these requirements may not be listed here and would be in addition to, NOT in place of, those listed above.