

PROFESSIONAL DEVELOPMENT PLAN



June 30, 2016

Fiscal Year 2017 and 2018



YOUR SUCCESS IS OUR MISSION!

Professional Development Plan

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BACKGROUND / MISSION

This Professional Development Plan has been developed to ensure the strategic alignment of the development opportunities offered by the Professional Development Bureau. The plan is focused on improving the current performance of The Montana Department of Corrections, as well as ensuring skill sets specific to corrections professionals exist amongst department employees.

This plan is a blue print that supports the optimization of the human resource capital in the department. An essential nature of the Professional Development Plan is alignment to the department's strategy in order to enable its vision to be realized.

The goal of this document is to present a set of strategies to help both the Professional Development Bureau and managers form a partnership to ensure employees acquire the necessary knowledge, skills, and attitude to perform their jobs better and align their performance with the department's strategic direction.

Mission Vision | the Montana Department of Corrections

The Montana Department of Corrections staff enhances public safety, supports the victims of crime, promotes positive change in offender behavior, and reintegrates offenders into the community.

Vision: For Montana to have the lowest recidivism rate in the nation.

Mission Vision | the Office of Human Resources

Delivering quality service; dedicated to employee success.

Vision: The Montana Department of Corrections' Office of Human Resources is recognized as a Best-in-Class Business Partner in Public Sector.

Professional Development Requirements | Organizational Initiatives

The Professional Development Bureau shall prioritize the implementation of professional development needed to support the following initiatives:

1. Develop DOC programs for leadership, wellness, and mentoring
2. Improve corrections specific learning and development
3. Develop internal culture receptive to risk reduction and reentry work

COURSE INFORMATION \ DISCRIPTION AND INSTRUCTOR BIO'S

Courses \ Descriptions

American Indian Cultural Awareness*

Offered: 5 courses / year

Hours: 2

Instructors: Harlan Trombley

Prerequisite(s): None

* *This course qualifies for the 3 year civil rights required training.*

This course is designed for the student to develop an understanding of the Native American Culture and create an atmosphere of mutual respect between staff and offenders. The student will learn about the various tribal nations in Montana and develop an understanding of their history, recognize cultural habits of the American Indian, understand religious ceremonies and the meaning of each religious object used in these ceremonies and belief system.

Civil Rights*

Offered: 4 courses / year

Hours: 4

Instructors: Cynthia Davenport

Prerequisite(s): None

* *This course qualifies for the 3 year civil rights required training.*

This course is designed to provide the student with an overview of applicable nondiscrimination laws and the general civil rights laws. It will also instruct employees and supervisors on their rights and responsibilities relative to these laws.

Cognitive Principles and Restructuring Facilitator – Adult

Offered: 2 courses / year

Hours: 24

Instructors: Bill Barker, Nancy Sharkey, Ryan Sharkey

Prerequisite(s): None

This course is designed to instruct the student in techniques to teach offenders the four steps to self-change; describe and recognize criminal foundation errors utilized by offenders; implement a cognitive restructuring program segment to address foundation errors; describe and recognize criminal cycles utilized by offenders; and, implement a cognitive restructuring program segment using criminal cycles.

Cross Gender Supervision

Offered: 2 courses / year

Hours: 2

Instructors: Dave Garcia, Nancy Sharkey, Don Gerstein, Paul Thompson

Prerequisite(s): None

This course is designed to assist adult prisons, lockups, community corrections in their efforts to eliminate sexual abuse by increasing their capacity for prevention, detection, monitoring, responses to incidents and services to victims and their families. The participants' will learn their duties and how to supervise in facilities with cross gender inmates, learn the PREA Standards regarding cross gender supervision and review case study on cross gender supervision.

Defensive Tactics

Offered: Annually

Hours: 2 - 8

Instructors: Dave Garcia

Prerequisite(s): None

This course is designed for the student to learn and practice defensive tactics techniques which includes handcuffing, take downs, escort techniques, pressure points, and use of force human factors.

Drill Instructor Academy:

Offered: Annually

Hours: 80

Instructors: Ryan Sharkey

Prerequisite(s): None

This course is designed for the student to instill discipline, physical exercise, increase empathy and improve the staff's professional mind set. This course covers command presence, summary action policy, drill and ceremony, blood-borne pathogens, emergency preparedness, ethics, grievances, professional boundaries, hostage policy, report writing, defensive tactics, mental health issues, PREA, investigations, OC spray, use of force policy, security procedures and an overview of the Great Falls After Care program.

NIC Essential Skills for New Supervisors

Offered: 2 courses / year

Hours: 36

Instructors: Dave Garcia, Bill Barker, Ted Ward, Lisa Hunter

Prerequisite(s): Designed for new supervisors

This course is designed for the new supervisor, in a corrections environment, to learn and sharpen their leadership and communication skills. Students will learn the roles and responsibilities of a new supervisor, how to communicate effectively as a supervisor, effectively use problem-solving approaches as a supervisor, identify workplace conflict and strategies to managing them, work together as a team to accomplish organizational and personal goals and complete a supervisory development plan.

Fatigue to Fulfillment

Offered: 4 courses / year

Hours: 4 - 8

Instructors: Dave Garcia, Bill Barker, Tom Bolton, Don Gerstein, Dawn Handa, Jeff Holland, Michael Johnson, Kim Lahiff, Lorna Kuchinski, Bob Paul, Gloria Soja

Prerequisite(s): None

This course is designed for the student to address psychological challenges experienced by correctional employees due to workplace stressors and ways to overcome them. The course then proceeds to describe useful and effective self-care tools as well as organizational strategies that optimize employee well-being and help create and sustain a positive organizational climate.

Instructor Development – Advanced

Offered: Annually

Hours: 24

Instructors: Dave Garcia, Bill Barker, Lisa Hunter

Prerequisite(s): Instructor Development – Basic; substantial experience delivering training; NIC online course "How to Develop Effective Performance Objectives".

This course is designed to instruct the student in techniques to conduct learner centered instruction, conduct a training assessment; write application level performance objectives; utilize the ITIP Instructional Theory Into Practice model for instructional design; evaluate instructional strategies, choose appropriate training evaluation, design training aids, and develop a training outline and curriculum.

Instructor Development – Basic

Offered: 2 courses / year

Hours: 40

Instructors: Dave Garcia, Bill Barker, Ted Ward

Prerequisite(s): None

This course is designed to instruct the student in the methods to deliver established curriculum, understand the needs of adult learners and learning theory, characteristics of learners and learning styles, manage the learning environment, use a lesson plan following the ITIP Instructional Theory Into Practice format, know what the performance objectives, teaching methods and instructional strategies are, know the appropriate use of training aids and learn about the copy right law.

Investment in Excellence – Phase I & Phase II

Offered: 2 courses / year

Hours: 40

Instructors: Ted Ward, Dave Garcia, Lisa Hunter

Prerequisite(s): None

CEU: 15 hours LAC

This course is designed to help the student better understand why they think, feel, and behave the way they do, increase their comfort level in new situations, improve their level of performance in any areas they choose, dramatically reduce their levels of stress tension and anxiety, improve the quality of their relationships – at home, at work and where ever they go, and set and achieve goals that really make a difference in their life.

NIC Mindful Supervisor

Offered: Annually

Hours: 24

Instructors: Dave Garcia, Bill Barker, Lisa Hunter

Prerequisite(s): Designed for seasoned/experienced supervisors

This course is designed for the student to learn and practice skills to deepen self-awareness and the ability to focus on the moment, values clarification, integration of mindfulness into the essential interpersonal communication skills of listening, feedback and conflict, and improve effectiveness as supervisors.

Montana Offender Reentry and Risk Assessment (MORRA)

Offered: 4 courses / year

Hours: 16

Instructors: Jim Pagels, Nancy Sharkey, Darren Zent

Prerequisite(s): Motivational Interviewing (Effective Communication)

This course is designed for the student to understand the importance of risk and need assessment and classification, the principles of effective classification and develop skills and knowledge necessary to administer the Montana Offender Reentry and Risk Assessment. The training will focus on the risk, need, responsivity, and override principles; scoring the instruments; reviewing effective interview skills and integrating MORRA into case management (Transition Accountability Plan – TAP) plans.

Motivational Interviewing (Effective Communication)

Offered: 2 courses / year

Hours: 24

Instructors: Bill Barker, Jessica Conell, Mandie Carter, Nancy Sharkey, Dave Garcia, Don Gerstein

Prerequisite(s): None

CEU: 24 hours LAC

This course is designed for staff working with resistive, chemically dependent or criminal populations. It provides specific knowledge, skills and techniques to more effectively reduce offender resistance, increase offender motivation to change and reduce individual criminal risk.

Multi-Generational Workforce in Corrections

Offered: 2 courses / year

Hours: 4

Instructors: Ted Ward

Prerequisite(s): None

This course is designed for the student to learn the symptoms of inter-generational conflict the corrections profession is experiencing. Each generation has different expectations and needs in their jobs and careers. To effectively build on the strength of each generation, we must recognize and understand those differences. Understanding how the generations grew to become who they are appreciating their differences, and listening to the needs of multi-generational co-workers are the first steps to finding solutions to multi-generational conflict.

One On One Interviews & Background Screening

Offered: 2 courses / year

Instructors: Kila Shepherd, Bill Barker

Prerequisite(s): None

This course is designed to ensure Corrections hires the best candidates for its critical positions of Correctional Officers and Probation & Parole Officers in order for the Department to fulfill its Mission and achieve the Department's Vision. This course introduces the techniques to properly conduct one-on-one interviews and background investigations for POST certified position.

Professional Boundaries

Offered: 2 courses / year

Hours: 4

Instructors: Dave Garcia, Bill Barker

Prerequisite(s): None

CEU: 3.5 hours for LAC

This course is designed for the student to address personal and professional boundary issues experienced by correctional employees while working with offenders in any capacity and how to recognize these issues. The course then proceeds to describe useful and effective self-care tools as well as organizational strategies that optimize employee's ability to overcome red flags, personal boundary issues, and effectively work with offenders.

The Pacific Institute® Facilitator

Offered: Annually

Hours: 32

Instructors: Lisa Hunter

Prerequisite(s): None

This course is designed to instruct the student in methods to incorporate facilitative skills into their communication style to enrich their strengths in leading, coaching, mentoring and modeling. This course will integrate the organization's vision and goals to improve organization culture and produce positive behavior change to increase collaborative engagement and productions. The students will be able to describe the importance of Social Learning Theory and cognitive strategies in facilitating the Pacific Institute® programs; recognize the qualities, skills, attitudes and techniques to be an effective facilitator; identify the stages of the learning cycle and facilitate to each stage in the cycle; understand and apply learner-centered instruction in facilitating groups; apply the concepts of effective group management; and, demonstrate competencies by planning and presenting a unit in a setting that stimulates the actual environment.

True Colors for Corrections

Offered: 2 courses / year

Hours: 4

Instructors: Lisa Hunter

Prerequisite(s): None

This course is designed for the student to understand that the similarities and differences of all people leads to developing improved communications skills, greater appreciation of the uniqueness of self and others, and more meaningful relationships. This hands-on, interactive, energizing course will guide participants through the True Colors foundational experience, in the Corrections setting. Students will participate in practical and useful activities so they will be able to apply the True Colors concepts to both personal and professional lives

Verbal Defense & Influence - Initial

Offered: 2 courses / year

Hours: 7

Instructors: Dave Garcia, Tom Bolton, Nancy Sharkey

Prerequisite(s): None

CEU: 6 hours LAC

This course is designed for the student to increase staff safety, enhance professionalism and reduce complaints, vicarious liability and personal stress. The training provides staff who work with offenders with the principles and tactics to use "Presence of Words," to calm difficult people who maybe under severe emotional or other influences and diffuse potentially dangerous situations by redirecting hostile behavior.

Women's Risk / Needs Assessment (WRNA)

Offered: 4 courses / year

Hours: 16

Instructors: Jennie Hansen, Darren Zent, Mandie Carter, Jaimee Szlemko, Katie Weston, Kris Studeny, Wayne Bye, Sandra Fairbank, Shana Butterworth, Cameron Moe, Andrew Garmer

Prerequisite(s): Motivational Interviewing (Effective Communication)

This course is designed for the student to learn evidence based practice, gender-responsive strategies and principles; interview/listening skills and Motivational Interviewing; use of the Women's Risk/Needs Assessment (WRNA); and case planning. The WRNA is intended to be used as a risk/needs assessment for women offenders assigned to institutions, pre-release, community residential settings, probation and parole.

Consulting | Development Resources

Basic Facilitation Skills: Develop professional level facilitator skills in identified employees, enabling them to identify factors that contribute to a successful group outcome; design appropriate responses to manage group interactions; understand the five stages of “Group Development” and the six stages of “Individual Development”; and create an atmosphere of change.

Building a Field Training Officer (FTO) Program: Collaborate with leadership and management to create a successful and integrated FTO program which incorporates understanding of role responsibilities; different learning styles; cultural issues as well as developing counseling, coaching and discipline techniques.

Parole Report Writing: Learn what a parole report is; the format of the parole report; the importance of the parole report; who the Parole Board members are and how they get appointed; what the Parole Board member’s qualifications are; and how the Parole Board uses the report in making a release decision.

Team Building: Educate individuals on team concepts to build, develop, and improve relationships to include processes and teamwork to enable individuals to reach their work unit goals. A variety of tools are utilized for the team building sessions: team charter to define the purpose, goals and objectives; five functions to build an effective and efficient team; color activity to identify personality type; conflict management activity to improve group collaboration; learning type activity to improve coaching, guiding and communication; generational issues to identify differences among people; trust building exercises to empower team work.

Instructors | Professional Biography

I SECTION: PROFESSIONAL DEVELOPMENT BUREAU FACILITY

William Barker, Professional Development Specialist

William (Bill) Barker is a former law enforcement officer who served as a patrol officer with the Oklahoma City Police Department, rose to the rank of Captain with the Kootenai County Sheriff's Department, Coeur d'Alene, Idaho and ended his law enforcement service as the Chief of Police of Osburn, Idaho. Throughout his career Bill has provided training services with the agencies he has worked with and taught as an adjunct professor at Washington State University and the University of Montana, Helena. He holds a Bachelor's degree and Master of Science degree and has written extensively of political violence and domestic terrorism.

Bill currently administers the semi-annual Probation and Parole Academy while instructing several academy classes. He is a firearms instructor and develops and delivers officer safety programming. Bill also trains in first aid, motivation interviewing and several other courses as well as develops new programming.

Mandie Carter, Instructional Developer and Designer

Mandie Carter holds a degree in Computer Animation/Multimedia from the University of Hawai'i – Manoa and in Web Design/Interactive Media with an emphasis in Distance Education from The Art Institute of Pittsburgh-Online. Directly after graduating from the University of Hawai'i, Mandie worked for the University in the Hawaiian Language Department as a Computer Artist creating short films that helped teach the Hawaiian language to children. She also has experience working with graphic design, illustration, editing, vehicle graphics and signage during her employment at Signs, Etc. in Billings, MT. Mandie Carter began her career with the Montana Department of Corrections as a Production Manager for Montana Correctional Enterprises in February of 2011 at the License Plate Factory, Print & Sign Shop during which time the shop received the 2012 First Lady's Award. Then in June of 2012, she transferred to the Professional Development Bureau to become one of the agency's Instructional Developer and Designers.

The majority of her responsibilities include the development, maintenance, administration, and technical assistance of distance and computer based learning opportunities and the department's Learning Management System. She instructs Motivational Interviewing and Women's Risk/Needs Assessment as needed. Mandie is also involved in mapping sessions and analyzing the resultant information which helps identify how best to incorporate the required knowledge into training materials for MDOC staff. She is dedicated to providing the knowledge and training Montana Department of Corrections' staff need to do their jobs.

Dave Garcia, Professional Development Manager

Dave Garcia has been employed with the Montana Department of Corrections for the past 24 years. He started out in 1991 as a Correctional Officer at The Montana State Prison in Deer Lodge, working all Correctional Officers' posts within the prison. In 1995, Dave was promoted to, Correctional Recreations Specialist, working and supervising the gym/yard security, inmate recreation, and inmate programming for approximately 1300 inmates. In 2000 Dave was promoted to Correctional Sergeant.

In 2005 he was promoted to the Montana State Prison Staff Development and Training Specialist where he provided updated training and staff development, and assisted in writing policy and procedures. He

provided insight to best correctional practices regarding security, housing offenders, classification and placement of offenders.

In November 2012 Dave was promoted to the Department of Corrections Professional Development Manager working within the Professional Development Bureau. In this role he is responsible for managing the Department of Corrections training center operation located in Deer Lodge, MT. He provides insight to all department agencies regarding training needs, review curriculum development, provides national level course training to supervisors and provide in-service courses for staff at most of the housing facilities in Montana and Adult/Juvenile Probation and Parole. He also keeps abreast of current laws, updating training for staff to best meet the needs of our ever changing staff, offenders and communities.

Lisa M. Hunter, Professional Development Bureau Chief

Lisa Hunter is the Bureau Chief for the Montana Department of Corrections Professional Development Bureau. She started her career with MDOC in February 1998 as the Administrative Support for Staff Development and Training serving as general office manager, administrative support for the bureau staff, managing complex data records systems and manual records, and serving as information system technical role to bureau. She was promoted to a Staff Development and Training Specialist in 2000 where she was responsible for establishing training plans, curriculum development, assisting in writing policies and procedures and coordinating training for all staff. In 2007 she promoted to the Organizational Development Manager. In this position she was responsible for supervising one staff person, managing the DOC Training Center Facility's day to day operations as well as overseeing the research, design, development, coordination and delivery of Basic and Professional training programs and courses. She was also responsible for conducting systems mapping sessions, analyzing the resultant information, conducting strategic planning, conflict resolution and teambuilding sessions. May 2012 she promoted to her current position. She currently supervises five full time professional development staff and is responsible for course curriculum development, training and technical assistance, and providing Basic and Professional learning opportunities to staff. She continues to stay up to date on current laws, POST ARMs and best practices to meet the needs of our organization.

Lisa is a member of the National Institute of Corrections Training Administrators Forum where she gets up to date information on national level regarding training needs and programs. She is a former Regional Field Coordinator for the National Institute of Corrections. She continues to be involved with the Montana Correctional Association, American Correctional Association, National Institute of Corrections, Correctional Peace Officers Foundation and Special Olympics Montana Law Enforcement Torch Run. She attended college courses at Montana Tech and Helena College.

Lisa received the 2010 Innovative Leadership Award from the Pacific Institute as a leader, facilitator and mentor for the implementation of three Pacific Institute curriculums. She won the 2013 Unsung Hero Award from the Special Olympics Montana Law Enforcement Torch Run for her outstanding support of the organization. She was also a member of the Final Leg Law Enforcement Torch Run team for the 2015 Special Olympics World Games held in Los Angeles, California. Lisa is dedicated toward improving the Montana Department of Corrections bettering lives of people, both staff and offenders.

Boone Salemmé, Professional Development Specialist

Boone Salemmé is a Professional Development Specialist with the Director's Office, Office of Human Resources. He started his career with the Montana Department of Corrections June 2015 as a Correctional Officer at the Montana State Prison and was promoted May 2016 to the Professional Development Specialist.

Boone served nine years in the US Army, from 2002 to 2011, as a Combat Engineer. During this time, he reached the rank of Sergeant. He instructed various courses while enlisted; Firearms, Land Navigation, Defensive Driving, First Aid/CPR, Demolition, Master Breaching, Active Shooter, and numerous other combat related courses. He was deployed twice to Iraq; serving both as an Enemy Prisoner of War (EPW) Team Leader and a Counter-Improvised Explosive Device (C-IED) Squad Leader.

After the US Army Boone attended college, from 2011 to 2015. He has three degrees; a Certificate in Corrections from Pierce College, an AA-DTA from South Puget Sound Community College, and a BA in Psychology and Criminal Justice from St. Martin's University. While attending college, he worked at two prisons in Washington state as a correctional officer, followed by a year and a half in a Community Corrections Office. During this time, he did case management, handled intakes, tactical training, facilitated Thinking for Change (T4C), and more.

Ted Ward, Instructional Developer and Designer

Ted Ward started his corrections career in the Legal Services Bureau in 2001 with the Montana Department of Corrections. From legal he moved to the Director's Office and served as the Executive Assistant for two directors. In 2007 he moved to the Professional Development Bureau and started the Corrections Distance Education Project. Since then he has been a leader in state government in the areas of eLearning, blended learning and learning management systems. He has consulted and presented throughout state government and at state conferences. Ted has recorded, edited and published training videos, hosted webinars, created online training and also instructs classroom courses such as Investment in Excellence, instructor development, and supervisory courses.

In 1992, he attended college, while in the Marine Corps, and majored in English at Saint Leo University. In 1993, he studied Radio and TV Broadcasting at May Technical College in Billings. He served on the Montana Correctional Association Board of Governors from 2009 – 2013 and as a key member of the State Trainers Network from 2007 to 2013.

Ted received the 2009 Governor's Award for Excellence in Performance for his work on the Department of Corrections Offender Management Information System. He also won the 2010 MCA Awards: MCA Member of the Year and Correctional Employee of the Year for his work on the Department of Corrections New Employee Orientation online program and for his work in expanding the use of eLearning throughout state government.

II SECTION: ADJUNCT FACILITY

Kurt Aughney, Quality Assurance Director

Kurt Aughney is the Department's Quality Assurance Director. He has a Master's degree in Public Administration as well as a Bachelor's degree in Political Science, both from the University of Montana in Missoula. He began his career in corrections in 2011 at Montana State Prison. Kurt transferred to the Director's Office in Helena as the Department's Policy Specialist and Drug Testing Coordinator in 2012. He has been in his current role as the Quality Assurance Director since 2013. The Quality Assurance Office oversees compliance programs for internal and external programs and facilities under Department control or contract. The QAO office also oversees the Department's PREA program and manages Department policies.

Wayne E. Bye, Probation and Parole Officer II

Wayne has worked for Corrections in Montana for over 18 years. He started his career with the Cascade County Juvenile Detention in 1997 then transferred to the Pre-Release and worked as a Counselor and Screening Coordinator. In 2008 he joined Montana Department Corrections as a Contract Monitor working for Montana State Prison Contract Placement Bureau. He monitored the operations of Cascade County Regional Prison and assisted with quality assurance at other secure facilities. In 2012 he became a Probation and Parole Supervisor in the Great Falls Probation and Parole Office. He has a wealth of knowledge and corrections experience having worked in Juvenile Detention, Community Corrections, Secure Care and Adult Probation and Parole.

Wayne has a Bachelor of Arts Degree in Criminal Justice from the University of Great Falls and a Master's Degree in Criminal Justice from the University of Cincinnati. He is a trainer for the University of Cincinnati Women's Risk and Needs Assessment for the State of Montana and coordinates the use of force training in Region III Probation and Parole.

Jessica Conell, Chemical Dependency Program Manager

Jessica has her BS in Liberal Arts with a Minor in Chemical Dependency Counseling from Montana Tech of the University of Montana. She has worked in corrections for the last 15 years, starting first in pre-release centers and then working at the Connections Corrections program as a Counselor Tech and Addiction Counselor Intern. Jessica joined the staff at MSP in September of 2009, where she worked as a Substance Abuse Counselor. In November of 2012 she was promoted to the position of Chemical Dependency Program Manager. Jessica supervises six full-time addiction counselors.

Jessica currently serves as the Secretary for the Montana Correctional Association and was named Correctional Employee of the Year for 2014 from the MCA Committee.

Cynthia Davenport, Secured Care Human Resource Bureau Chief

Cynthia has her BA in Psychology, Business Administration, Mathematics and Education. She has worked in Human Resources for the Department of Corrections since 1996. She currently serves as the Office of Human Resources (OHR) Secured Care Bureau Chief – Dept. of Corrections. In this position she manages the Human Resource Team functions at Montana State Prison, Montana Correctional Enterprises, the Montana Women's Prison, and the Pine Hills Youth Correctional Facility for the Department of Corrections in areas of Policy and Procedures, Job Analysis and Evaluation, Staffing, Salary and Wage Administration, Employee Relations, Safety, Performance Standards and Evaluation, Training and Development, Separation, Records and Reports, and Labor Relations. Cynthia serves as the A.D.A., E.E.O./A.A. Officer for Montana State Prison/Montana Correctional Enterprises. She has also been the DOC ADA Coordinator for offenders. Cynthia supervises six full-time Human Resource staff.

Cynthia has been a State Wellness Champion, Healthy for Life volunteer speaker, At Work Weight Watchers coordinator, Spring Fitness and Shape Up Montana team leader and Statewide Employees Combined Giving Campaign volunteer. She has served as a member of the MSP Policy Task Force, MSP Communications Committee, and MSP 5 year plan.

Cynthia was named the MSP Employee of the Year in 2013, and received the MSP Employee of the Quarter, 1st quarter 2012 and Governor's Award in 2008.

Andrew Garmer, Probation and Parole Officer

Andrew is currently an Intensive Supervisor Probation (ISP) Officer and works at the Bozeman Probation and Parole Office. He graduated from Minot State University in 2008 with a degree in Criminal Justice. Insert month and year he started work at the Gallatin County Pre-Release Center as a Resident Assistant and in September 2009 he became a Case Manager. August 2011 he was hired by the Department of Corrections as Probation and Parole Officer in Livingston. February 2015 he transferred to the Bozeman office and took over the ISP Officer position.

Andrew is a trained facilitator for the Women's Risk and Needs Assessment for the State of Montana. Once completing the training, he found it was more than just an assessment to find the supervision levels for offenders, but a tool to help officers work with the offenders to develop a case plan that will benefit them.

Sandra Fairbank, Probation and Parole Officer

Sandra began her position with the Montana Department of Corrections in 2001 as an intern through the University of Montana. She graduated from the University of Montana in 2002 with a BA in Sociology with an emphasis in Criminology. She was hired as a full time Probation and Parole Officer in 2005. While with the Department she has filled many roles to include holding specialized caseloads on Sex Offender management and Intensive Supervision. She currently manages a traditional caseload with a specialty working with Veterans.

Sandra is a trained facilitator for Thinking for a Change, Cognitive Principles and Restructuring, Steps, New Direction and Investment in Excellence. She is a co-trainer for the University of Cincinnati Women's Risk and Needs Assessment for the State of Montana.

Don Gerstein, Staff Development and Training Specialist

Don Gerstein is currently a Staff Development and Training Specialist with Montana State Prison. He began his career with the DOC in September of 2007, initially hired as a Correctional Officer at MSP. Don was promoted to Sergeant in July of 2009. Over the next five years, he worked in all the units in the prison and became a co-facilitator for the Pacific Institute's New Directions training, a variation of TPI's Investment in Excellence training adapted for inmates.

Don previously worked for 15 years in training positions with companies in Chicago, Illinois and Phoenix, Arizona. While in Chicago, he participated on the board of the trade organization Women in Cable and Telecommunications, and received the WiCT President's Award in 1995 for organizing outstanding training programs and events for professionals in the Chicagoland region. Don served as President of WiCT Chicago Chapter in 1996 and 1997. In Phoenix, he rewrote the training manual for the business credit card division of First USA (Bank One), as well as designing training programs for other companies.

Don is an instructor for Defensive Tactics and ECSI First Aid/CPR & AED/Blood-borne Pathogens, and is involved in the instruction of New Employee Orientation classes at MSP. He is also a facilitator for TPI's "Investment in Excellence" and Desert Waters "From Corrections Fatigue to Fulfillment."

Dawn Handa, Region 3 Probation & Parole Administrator

Dawn has worked for the Montana Department of Corrections for the past seventeen years. She is currently the Region Three Probation and Parole Administrator and has served in this capacity for the past six years. She has worked extensively inside and outside the DOC to hold sex offenders accountable to the victims they have perpetrated. Prior to becoming a Regional Administrator, she was a Probation and Parole Officer, sex offender specialist, and supervised an active caseload of 40-45 adult sex offenders. In addition to her administrative and supervision duties, she has assisted the DOC regarding numerous issues in sex offender management.

Dawn is currently a POST certified master instructor, Montana Sexual Offender Treatment Association (MSOTA) Board member and member of the Association for the Treatment of Sexual Abusers (ATSA). In 2012, she was asked to consult with the United States Department of Justice and approximately fifty other national experts in regard to their Sex Offender Management Assessment and Planning Initiative (SOMAPI). She has done numerous community presentations on sex offender's management and has been a speaker at both state and national sex offender conferences. She is also a trained facilitator for Desert Waters Corrections Fatigue to Fulfillment. She was named Law Enforcement Officer of the Year in May of 2005 by the Great Falls Optimist Club.

Dawn graduated from the University of Great Falls in 1991 with Bachelor of Science degrees in Criminal Justice and Paralegal Studies. She is currently attending Grand Canyon University working towards a Master of Science degree in Professional Counseling. She has worked in public service for the past twenty-five years.

Jennie Hansen, Bureau Chief, Probation & Parole Division

Jennie Hansen is a supervisor Probation Officer for Region IV. She started her career with probation and parole in 2009 as the Montana Women's Prison and Passages Institutional Probation and Parole Officer. She continued as the Montana Women's Prison Institutional Probation and Parole Officer until 2012 and then held the Mental Health specialized caseload in Region IV. She is currently a supervisor Probation Officer in Region IV and the liaison between probation and parole at the Montana Women's Prison and Passages.

Jennie attended St. Mary College in Leavenworth, KS. She holds a Bachelor's degree in Psychology, minor in Criminal Psychology and Drama. She is a trained facilitator for Makin It Work, New Directions, and Thinking for a Change and Movin' On. She is an instructor trainer for the University of Cincinnati Women's Risk and Needs Assessment for the State of Montana.

Jennie was recognized as an instrumental component of the re-entry initiative by Director Ferriter in 2013 and Probation and Parole Officer of the Year in 2013. She continues to stand as the chairperson of the Billings Area Re-entry Task Force in Billings. She is committed to informing the community about re-entry struggles with offenders, gender specific training and knowledge and uphold the mission and philosophy of the Department of Corrections.

Jeff Holland, Dir. Performance & Quality Assurance

Jeff earned his Bachelor's Degree in Psychology from Carroll College and began his career with Pine Hills in 1995, while under the Department of Health and Human Services. During his 20 years of employment with Youth Services he has worked as a Case Manager, Correctional Treatment Specialist, Correctional Officer Shift Supervisor, Unit Manager and Training Specialist. He currently directs performance and quality assurance for Pine Hills Youth Correctional Facility. In this role he coordinates facility efforts in the following areas: CJCA Performance Based Standards, Prison Rape Elimination Act, Health and Life Safety, Training and Staff Development.

Jeff is a POST certified instructor who for seven years of its existence, served as liaison with MLEA and coordinator of the Juvenile Corrections Detention Officer Basic (JCDOB) training program. He has instructed or currently instructs: ADA Issues, Blood-borne Pathogens, Crime Scene Prevention, Effective Communication, Ethics, Fatigue to Fulfillment, First Aid, Legal Issues, Loss Prevention, PREA, Report Writing and various topics on Evidenced Based Practices/Performance Based Standards.

Michael Johnson, Unit Manager Riverside Youth Correctional Facility

Michael Johnson started his career in corrections 2005 as a Correctional Officer at (RYO) Reintegrating Youthful Offenders in Galen, MT. In September 2007 he was employed at Riverside as a Correctional Counselor. In October of 2012 Michael was promoted to Shift Supervisor and on to Unit Supervisor permanently in March of 2014. In December of 2014 Riverside opened the Transitions Center and Michael currently serves as Program Manager for this program.

Michael currently is certified to train in Use of Force, Mechanical Restraints and Desert Waters Corrections Fatigue to Fulfillment. He has taken numerous courses in Management and Instructor Development with the Department.

Lorna Kuchinsky, Security Threat Group (STG) Analyst

Lorna Kuchinsky is the Security Threat Group (STG) Analyst at Montana State Prison. She began her career in Corrections in 2008 as a Database Technician in Classification. In 2009 she promoted to Disciplinary Compliance Technician where she was responsible for conducting pre-hearing investigations and serving as the quality assurance agent. In February 2014 she accepted her current position, in which she identifies security threat group members, gathers and analyzes Intel, and closely monitors gang activity.

Lorna conducts new employee orientation gang training at Montana State Prison. In addition she provides gang training for other departments, facilities, and presents at conferences.

She presents gang identification presentations for law enforcement, corrections, schools and civic groups throughout Montana. She serves on the Crisis Negotiation Team and participates in training for other government agencies. She is very active in the Steps/New Directions programming for offenders and is a trained instructor for Desert Waters Corrections Fatigue to Fulfillment.

Lorna is as a member of the Northwest Gang Investigator's Association where she serves as the representative for the Department of Corrections-State of Montana.

Kim Lahiff, Bureau Chief, Probation & Parole Division

Kim Lahiff graduated from the University of Montana in 1998 and holds a Bachelor of Arts degree in Sociology with an emphasis in Criminology. In 1996 she started working for the Missoula Youth Homes as a full time Youth Care Worker. In 1998 through 2008 she continued her work at the Missoula Youth Homes as a relief staff. In 1999 she hired on with the Missoula County Sheriff's Department as a Juvenile Detention Officer and worked there for a year. She left the Sheriff's Department in 2000 to start working for the Department of Corrections. The first thirteen years of her career with DOC she worked as a probation officer, including specialized work assignments with Intensive Supervision Program and a mental health caseload.

August 2012 Kim was promoted to Region I Administrator for Probation and Parole Division. She supervises the Missoula and Hamilton probation offices along with the Institutional Probation and Parole Officers at WATCh, Treasure State Correctional Training Center, START, MSP and Connections Corrections.

Kim is a trained facilitator for Corrections Fatigue to Fulfillment.

Bonnie Lusby, Inmate Service Supervisor

Bonnie has worked at the Montana Women's Prison since 2004. She had held several positions, starting first as a drill instructor, and promoting to a correctional counselor, correctional officer, reentry officer, Prison Paws manager and recently to the Inmate Service Supervisor. She currently supervises between 100 to 143 inmate workers.

Bonnie is a defensive tactics instructor and a trained facilitator for Victim Impact, Thinking for a Change and the Women's Risk and Needs Assessment. In her spare time she trains dogs in the evening and is a reserve deputy with Musselshell County.

Michele Morgenroth, Policy Manager

Michele holds a bachelor's degree in Criminal Justice and Psychology from Chadron State College in Chadron, Nebraska. Following graduation, she worked for the Wyoming Department of Family Services as a youth services supervisor at the Wyoming Girl's School where she gained several years of experience working with youthful offenders. She has facilitated training on behavior management techniques and conducting urinalysis drug testing.

Michele has worked for the Montana Department of Corrections since July 2014. Her responsibilities include policy development, writing Administrative Rules, and serving as the Department's Drug Testing Coordinator and Safety Coordinator. She also performs audits and is trained by the National Institute of Corrections to conduct security audits.

Jim Pagels, Reentry Specialist

Jim Pagels is a Reentry Specialist for the Montana Department of Corrections. Jim has a long and varied career history. In the Early 1980s, Jim moved his family from Phoenix to Alaska where he began a 13 year career in Corrections. He started as a security officer and eventually became a correctional counselor working with a case load of convicted sexual offenders. In early 1990 Jim became the Program Supervisor and took over the supervision of all the nine correctional counselors and security staff of the Hiland Mountain Sexual Offenders program in Eagle River Alaska. He also began his career as a trainer with Alaska DOC at that time. During Jim's tenure as Program Supervisor at Hiland Mountain he co-authored a Reentry handbook for Alaska communities on the reentry process for sexual offenders returning to Alaska communities.

Jim left Alaska in July 1995 to enter full time pastoral ministry. It was at this time that he moved his family to Montana. In 2012 Jim once again returned to a career in corrections, this time with the Montana Department of Corrections.

In this current position as Reentry Specialist at Montana State Prison, Jim works closely with community and faith based organizations across Montana providing employment, career development, transitional housing and mentoring opportunities for offender who will be reentering Montana communities. He works closely with other prison staff to ensure that the prison in-reach process works smoothly. A second major focus of Jim's position is the overall development of the Case Management and Work Force Development processes at MSP.

Bob Paul, Associate Warden for Security/Maintenance Operations

Bob has been involved in Law Enforcement and Corrections for 33 years. He served as a Commissioned Officer in the United States Marine Corps as a Field Artillery Forward Observer, Operations Officer, and

Series Commander at MCRD, San Diego. From 1983 to 1986, he served in the USMC Military Police as Deputy Provost Marshal at the Marine Corps Logistics Base in Albany, Georgia.

In 1986, Bob started his career with the state as a State Trooper in Cut Bank, Montana. In 1999, he became the Contract Monitor and Operations Auditor for the Department of Corrections, at a Corrections Corporation of America contracted facility. His responsibilities were facility audits for the Department; investigations of criminal acts and tort claims; policy review, revision, and approval; training evaluation and instruction; and technical assistance in all aspects of prison operation.

Bob is now the Associate Warden for Security/Maintenance Operations at the Montana Women's Prison. He holds a Bachelors' Degree in Sociology from the University of Montana. He has completed NIC courses in Leadership Development, the NIC Executive Excellence Program, and numerous hours of Emergency Preparedness training and exercises.

Nancy Sharkey, Staff Development and Training Specialist

Nancy Sharkey has been employed by the State of Montana for 18 years, working at Montana Developmental Center for 11 years working with the criminal commits there, and the Montana State Prison for over 8 years. She started her career at Montana State Prison in March of 2007 as a Correctional Officer providing Direct Supervision of Offenders at all custody levels.

In 2008, Nancy was promoted to Housing Unit Sergeant and during this time she worked as a Field Training Sergeant for 4 years, training new officers during their on the job training. Managing their time, and scheduling their duties for that time. In 2012, she was promoted to Case Manager. In 2013, she promoted to Staff Development and Training Specialist. She currently provides training to all new staff as well as developing and offering in service training to all levels of current staff. She evaluates students' progress during class, and is responsible for their pay during class time. In 2013, she became a member of the Prisons Crisis Negotiation Team.

Nancy maintains her POST Professional Instructor, Basic, Intermediate, Advanced and Supervisory certifications. She currently instructs New Employee Orientation, PREA, Sexual Harassment and Discrimination, Professional Boundaries, Defensive Tactics, OMIS, Hostage Negotiations, Hostage Survival, Verbal Defense and Influence, and ECSI (Emergency Care and Safety Institute).

Ryan Sharkey, Master Sergeant - Field Training Officer

Ryan Sharkey is a graduate of Butte High School and a former Combat Engineer in the United States Marine Corps who served in Operation Iraqi Freedom. He started at TSCTC in 2010 as a Drill Instructor. In 2011, he became the Victimology/Victim Impact Facilitator, and in 2013, he became the Field Training Officer, though he still spends considerable time working with offenders as a Drill Instructor.

MSgt. Sharkey is a Defensive Tactics Instructor and currently instructs a wide variety of classes, including Command Presence, First Aid, Professional Boundaries, Cross Gender Supervision, Report Writing, and Cognitive Principles and Restructuring. He manages annual staff training and new staff On-the-Job Training and has developed and delivered multiple TSCTC specific classes.

Kila Shepherd, Human Resources Director

Kila Shepherd graduated with a bachelor's degree in Political Science, with an emphasis in Law, from California State University, Long Beach. She has almost 25 years of human resource experience in private sector, public sector, and higher education, with almost 20 years in a HR management/leadership role. Her background also includes an additional 5 years of business management as well as experience as a private investigator for a firm handling primarily federal whistleblower cases in the aerospace industry.

Kris Studeny, Probation and Parole Officer

Kris began his career with the Department of Corrections in 2007 as a Drill Instructor at the Treasure State Correctional Training Center. In 2008, he was hired by the Montana State Prison as the Grievance Coordinator; in this capacity he presented numerous trainings in legal liability issues, the grievance program, and the Prison Rape Elimination Act for staff. He also performed the Inmate Orientation Training on a weekly basis. In 2011, Kris returned to college at Montana Tech and received a Bachelor of Science in Liberal Studies in addition to his previously held Associate of Applied Science in Criminal Justice.

Kris was hired in August 2014 as an Adult Probation and Parole Officer in the position of Treatment Accountability and Day Reporting Officer for the Polson Office. He has helped redevelop this program to fit the needs of the offender population, rewriting program guidelines, developing an eighteen week curriculum and facilitating the group on a weekly basis.

Kris is a trained facilitator for the Women's Risk and Needs Assessment for the State of Montana.

Jaimee Szlemko, Probation and Parole Officer

Jaimee has her Bachelor's degree in Sociology with a Minor in Psychology from Southeastern Oklahoma State University. She began her career with the Montana Department of Corrections in January of 2010 working as a correctional officer at the Montana Women's Prison. She transferred agencies in the fall of 2013 to work with juveniles as a correctional counselor at Riverside Correctional Facility. The spring of 2014 she began working as Probation and Parole Officer in Helena.

Jaimee is a trained facilitator for Cognitive Principles and Restructuring and Girls Circle and is a trainer for the Women's Risk and Needs Assessment for the State of Montana.

Paul Thompson, Staff Development and Training Specialist

Paul Thompson has been employed by the State of Montana for 10 years. He started his career as a Correctional Officer at Montana State Prison in August of 2005 where he worked in assigned posts and managed all custodies of offenders. In 2007 he was promoted to a Correctional Sergeant and during this time he worked as a Field Training Officer for 6 years training, coaching and guiding new officers during their on the job training. In 2015, he was promoted to the position of Staff Development and Training Specialist and currently provides training to all new staff as well as developing and offering in service training to all levels of current staff.

Paul maintains his POST Primary Instructor, Basic, Intermediate and Supervisory certificates. He currently instructs New Employee Orientation, Weapons Familiarization, Firearms qualifications, Firearms remedial training, PREA, Sexual Harassment and Discrimination, Professional Boundaries, OMIS, First Aid/CPR/AED and Blood Borne Pathogens.

Harlan Trombley, American Indian Liaison

Harlan Trombley is a member of the Blackfeet Nation and has worked in the criminal justice field for 17 years. He began his career as a police officer with Blackfeet Law Enforcement Services in Browning, MT. December 2002 he worked for the Cascade County Adult Detention Center, first as a detention officer and then, through a series of promotions, as a case manager, unit manager and supervisor.

Harlan began working as the American Indian Liaison for the Montana Department of Corrections on November 4, 2013. As the American Indian Liaison, he is the technical matter advisor to department staff regarding American Indian issues. He is responsible for establishing working relationships & communication channels with the eight established tribal councils in Montana; identifying American Indian cultural needs in department programs and facilities and their impact on correctional practices & policies; communicating with inmates, their families; crime victims and others who have questions or issues dealing with American Indian culture and correctional practices. As the liaison, he also provides training and information on American Indian Culture in relation to correctional practices to corrections staff and other department's staff.

Harlan graduated from Browning High School and has an associate degree from the Blackfeet Community College and a bachelor's degree in criminal justice from the University of Great Falls. He attended the Basic Instructor Development course October 2014.

Katie Weston, Probation & Parole Officer

Katie Weston has worked for the Department of Corrections for three years. She is currently the Reentry Probation Officer for Region IV in Billings. Prior to working for the Department of Corrections, Katie worked as in both security and as a case manager at Passages. Katie graduated from Boise State University in 2003 with a Bachelor's in History and Communication. Prior to her career in corrections, she was a graphic design artist for a gun magazine in Boise, Idaho.

Katie is a trainer for the Women's Risk and Needs Assessment for the State of Montana.

Darren Zent, Probation and Parole Officer

Darren Zent has worked in the corrections field for over 24 years. He has a degree from Montana State University - Billings in Sociology and Spanish with a minor in History. He began his career in 1990 as a Detention Officer for Yellowstone County Detention Facility. Since then, he has held a variety of positions in both the institutional and community corrections arena. He was a Case Manager II at the Sterling Correctional Facility located in Sterling, Colorado. While there, he was a member of the Hostage Negotiation Team and worked closely in the identification and debriefing of Security Threat Group members. He held various positions at Alternatives Incorporated, a Half-Way House (Pre-Release Center) program in Billings, MT for adult felony offenders. He was responsible for the overall supervision and management of facility programs and operations. He has worked as social worker for the Department of Public Health and Human Services in the Child and Family services division. Darren currently works in the Hardin Probation and Parole office. As part of his region, he is assigned to both the Northern Cheyenne and Crow Indian reservations.

Darren is trained in Domestic Moral Recognition Therapy and Anger Management, Motivational Interviewing and is a trained facilitator in Thinking for Change (T4C). He is one of a select few within the Montana Department of Corrections who is certified to train Probation & Parole Staff in the use of the Montana Offender Reentry and Risk Assessment tool (MORRA) an Ohio Based, 4th generation dual gender validated Risk Assessment instrument. He is also certified to train Probation and Parole Staff in the Women's Risk Need Assessment (WRNA) and is currently the only trainer in the state certified to train staff on both assessment

instruments. He also serves on the Board of Directors for TEAM mentoring, a faith based organization focused on providing mentoring services for offenders returning to the community.

REQUIRED TRAINING \ POSITION IDENTIFIED TRAINING REQUIREMENTS

DOC ONLINE TRAINING CENTER

<http://www.cor.mt.gov/cdep>

Click on this link to sign in to the DOC Online Training Center.

All Positions

Title:

Civil Rights (Multiple titles denoted by asterisk*)
 Native American Issues, Customs and Religious Practice *
 New Employee Orientation (NEO)
 Prison Rape Elimination Act (PREA) (Online)
 Safety Training
 Securing the Human (Online)
 State Code of Ethics (Online)

Frequency:

Every 3 years
 Once
 Once – Beginning of employment
 Every 2 years
 Once – Beginning of employment
 Initial/Annually
 Every 3 years

OTHER POSITION SPECIFIC REQUIRED TRAINING

General:

Blood-borne Pathogens (DOC Online)
 Defensive Driving
 Firearms Course
 Firearms Qualification
 First Aid, CPR and AED
 Introduction to ICS (FEMA Online Course IS100b)
 Motivational Interviewing
 Montana Offender Reentry and Risk Assessment (MORRA)
 NIMS, An Introduction (FEMA Online Course IS-700)
 OC Training
 OMIS The Basics (DOC Online)
 Taser
 Transportation Procedures
 Women Risk / Needs Assessment (WRNA)
 YMS The Basics (DOC Online)

Frequency:

Annually
 Every 3 years
 Once
 Semi-Annually
 Every 2 years
 Once
 Once
 Once
 Once
 Once
 Once
 Once
 Annually
 Once
 Once

Positions with Adult Offender Contact/Supervision

Title:

Defensive Tactics
 Mental Health Issues & Suicide Intervention
 Staff Sexual Misconduct

Frequency:

Annually
 Every 2 years
 Every 2 years

Positions with Youth Offender Contact/Supervision

Title:

Crisis Prevention Intervention
 Mental Health Issues & Suicide Intervention
 OPI Civil Rights – Rights and Responsibilities in
 School Nutrition (Online)
 Physical Restraints
 Staff Sexual Misconduct

Frequency:

Annually
 Every 2 years
 Annually
 Annually
 Annually
 Every 2 years

Command Staff & General EOC MembersTitle:

Advanced ICS (FEMA classroom Course ICS-400)
EOC Management and Operations
(FEMA Online Course IS-775)
National Response Framework (FEMA Online
Course IS-800)

Frequency:

Once
Once
Once

Contract LiaisonsTitle:

Contract Liaison training (Online)

Frequency:

Once – Upon position requirement

Correctional Counselor (RYCF)Title:

Correction Detention Officer Basic (CDOB)
POST certification
Code of Ethics
40 hours training

Frequency:

Once – 6 -12 months of employment
Once – Upon Completion of CDOB
Every 2 years
Every 2 years

Correctional OfficerTitle:

Correction Detention Officer Basic (CDOB)
Field Training Officer Program
POST certification
Code of Ethics
40 hours training

Frequency:

Once – 6 -12 months of employment
Once
Once – Upon Completion of CDOB
Every 2 years
Every 2 years

Dairy WorkersTitle:

Dairy Lab Technician
Serve Safe

Frequency:

Once
Every 5 years

Drill InstructorTitle:

Drill Instructor Academy

Frequency:

Once – 6 -12 months of employment

Emergency Preparedness StaffTitle:

IS-1 Emergency Manager: An Orientation
to the Position (Or Equivalent)
IS-120a An Introduction to Exercises
IS-130 Exercise Evaluation and Improvement
Planning
IS-39 Exercise Design

Frequency:

Once
Once
Once
Once

Food HandlersTitle:

Better Processing School
Serve Safe

Frequency:

Once
Every 5 years

First Line SupervisorsTitle:

ICS For Single Source Resource & Initial
 Action Incidents (FEMA Online Course IS-200b)
 Essential Skills for New Supervisors
 Mindful Supervisor

Frequency:

Once
 Once – Upon position promotion
 Once – 2 - 3 year supervisor

InvestigatorsTitle:

Firearms Basic Course
 Firearms Qualification
 Investigating Sexual Abuse in a Confinement Setting
 Law Enforcement Basic
 POST certification
 40 hours training

Frequency:

Once – 6 - 12 months of employment
 Annually
 Once
 Once – 6 - 12 months of employment
 Once – Upon Completion of LE Basic
 Every 2 years

Instructor – Full Time Instructor, Adjunct InstructorTitle:

Instructor Development – Basic
 (Lesson Plan Presentation)
 Instructor Development – Advanced
 (Lesson Plan Development)
 POST certification for POST position

Frequency:

Once
 Once
 Once – Upon criteria completion

Juvenile Parole OfficerTitle:

Probation & Parole Basic
 ICJ Rules Training
 ICJ Rules Amendment Training
 Interstate Compact JIDS Training

Frequency:

Once
 Once
 Annually
 Once

Middle ManagementTitle:

Intermediate ICS (FEMA Online Course ICS-300)

Frequency:

Once

Probation & Parole OfficersTitle:

Firearms Basic Course
 Firearms Qualification
 Probation & Parole Officer Basic
 Powers and Duties of Probation Officer
 Serious Mental Illness and Recovery from Serious Mental Illness
 POST certification
 Code of Ethics
 40 hours training

Frequency:

Once – 6 - 12 months of employment
 Annually
 Once – 6 - 12 months of employment
 Annually – 15 hours
 Annually – 1 hour
 Once – Upon Completion of P&P Basic
 Every 2 years
 Every 2 years

SCHEDULE | COURSE OFFERINGS FOR FISCAL YEAR 2017/2018

ONLINE TRAINING CALENDAR

<http://www.mtcdep.com/calendar>

Click on this link for updated training information.

Fiscal Year 2017 Calendar

****Classes may be subject to change – Please do not submit a training request form until a training announcement has been posted and/or distributed.**

July 2016

| DATE | TITLE | LOCATION |
|---|--------------------|-------------------------------------|
| July 19-21, 2016 8:00am-5:00pm each day | Mindful Supervisor | DOC Training Center, Deer Lodge, MT |
| | | |
| | | |

August 2016

| DATE | TITLE | LOCATION |
|------|-------|----------|
| | | |

September 2016

| DATE | TITLE | LOCATION |
|--|--|---|
| September 21, 2016 8:00am-12:00pm | Civil Rights | Bozeman P&P Office, Bozeman, MT |
| September 19-21, 2016 8:00am-5:00pm each day | Investment in Excellence-Phase I | DOC Training Center, Deer Lodge, MT |
| September 28-29, 2016 8:00am-5:00pm each day | Montana Offender Reentry & Risk Assessment (MORRA) | Great Falls Pre-Release, Great Falls, MT |
| September 26-30, 2016 8:00am-5:00pm each day | Firearms Instructor | DOC Training Center, Deer Lodge, MT & MSP Gun Range |
| September 27, 2016 8:00am-12:00pm | Civil Rights | Billings P&P Office, Billings, MT |
| September 28, 2016 10:30am-2:30pm | Civil Rights | TBD, Glasgow, MT |
| | | |

October 2016

| DATE | TITLE | LOCATION |
|--|--------------------------------------|-------------------------------------|
| October 3-7, 2016 8:00am-5:00pm each day | Essential Skills for New Supervisors | PHYCF, Miles City, MT |
| October 6-7, 2016 8:00am-5:00pm each day | Women's Risk/Needs Assessment (WRNA) | TBD, Billings, MT |
| October 19-20, 2016 8:00am-5:00pm each day | Investment in Excellence-Phase II | DOC Training Center, Deer Lodge, MT |
| October 24-28, 2016 8:00am-5:00pm each day | Instructor Development – Basic | MLEA, Helena, MT |
| October 25, 2016 9:00am-1:00pm | True Colors | DOC Training Center, Deer Lodge, MT |

November 2016

| DATE | TITLE | LOCATION |
|---|--|---|
| November 1-4, 2016 8:00am-4:00pm each day | The Pacific Institute Facilitator | Montana State Prison, Deer Lodge, MT |
| November 15-17, 2016 8:00am-5:00pm each day | CP&R Facilitator | Training Room, Central Office, Helena, MT |
| November 17, 2016 10:00am-12:00pm | American Indian Cultural Awareness | Montana State Prison, Deer Lodge, MT |
| November 29-30, 2016 8:00am-5:00pm each day | Motivational Interviewing | TBD, Helena, MT |
| November 2016 | Civil Rights | TBD, Helena MT |
| November 9-10, 2016 8:00am-5:00pm each day | Montana Offender Reentry & Risk Assessment (MORRA) | MSP/DOC Training Center, Deer Lodge, MT |

December 2016

| DATE | TITLE | LOCATION |
|---|------------------------------|-------------------------------------|
| December 1, 2016 8:00am-1:00pm | Fatigue to Fulfillment | DOC Training Center, Deer Lodge, MT |
| December 6, 2016 9:00am-1:00pm | Multi-Generational Workforce | DOC Training Center, Deer Lodge, MT |
| December 7, 2016 10:00am-2:00pm | Professional Boundaries | DOC Training Center, Deer Lodge, MT |
| December 13, 2016 8:00am-4:00pm | Verbal Defense & Influence | DOC Training Center, Deer Lodge, MT |

January 2017

| DATE | TITLE | LOCATION |
|---|--------------------------------------|-------------------------------------|
| January 9-13, 2017 8:00am-5:00pm each day | Essential Skills for New Supervisors | DOC Training Center, Deer Lodge, MT |
| January 25, 2017 9:00am-1:00pm | Multi-Generational Workforce | TBD, Helena, MT |
| January 2017 | Civil Rights | TBD, Helena, MT |

February 2017

| DATE | TITLE | LOCATION |
|---|---------------------------------|-------------------------------------|
| February 7-9, 2017 8:00am-5:00pm each day | Instructor Development-Advanced | DOC Training Center, Deer Lodge, MT |
| February 15, 2017 8:00am-4:00pm | Verbal Influence and Defense | TBD, Bozeman, MT |
| February 16, 2017 9:00am-3:00pm | Fatigue to Fulfillment | TBD, Bozeman, MT |

March 2017

| DATE | TITLE | LOCATION |
|--|----------------------------------|-------------------------------------|
| March 7-9, 2017 8:00am-5:00pm each day | Investment in Excellence-Phase I | TBD, Billings, MT |
| March 20-24, 2017 8:00am-5:00pm each day | Basic Instructor Development | DOC Training Center, Deer Lodge, MT |
| | | |

April 2017

| DATE | TITLE | LOCATION |
|--|--|--|
| April 3-4, 2017 8:00am-5:00pm each day | Investment in Excellence-Phase II | TBD, Billings, MT |
| April 6-7, 2017 8:00am-5:00pm each day | Montana Offender Reentry & Risk Assessment (MORRA) | Crossroads Correctional Center, Shelby, MT |
| April 11, 2017 8:00am-4:00pm | Defensive Tactics | DOC Training Center, Deer Lodge, MT |
| April 11-12, 2017 8:00am-5:00pm each day | Motivational Interviewing | TBD, Bozeman or Billings, MT |
| April 18, 2017 8:00am-4:00pm | Verbal Defense & Influence | TBD, Missoula, MT |
| April 20, 2017 9:00am-1:00pm | True Colors | TBD, Helena, MT |
| | | |

May 2017

| DATE | TITLE | LOCATION |
|---|--|------------------------------|
| May 3-4, 2017 8:00am-5:00pm each day | Women's Risk/Needs Assessment (WRNA) | TBD, Missoula, MT |
| May 9-11, 2017 8:00am-5:00pm each day | Cognitive Principles & Restructuring Facilitator | TBD, Bozeman or Billings, MT |
| May 17, 2017 9:00am-3:00pm | Fatigue to Fulfillment | TBD, Helena, MT |
| May 18, 2017 9:00am-1:00pm | Professional Boundaries | TBD, Helena, MT |
| | | |

June 2017

| DATE | TITLE | LOCATION |
|---|--------------------------------------|--------------------|
| June 13-14, 2017 8:00am-5:00pm each day | Women's Risk/Needs Assessment (WRNA) | TBD, Glendive, MT |
| June 2017 | Civil Rights | TBD, Helena, MT |
| June 2017 | Multi-Generational Workforce | TBD, Kalispell, MT |
| June 2017 | Professional Boundaries | TBD, Kalispell, MT |
| June 2017 | Verbal Defense & Influence | TBD, Kalispell, MT |

Fiscal Year 2018 Calendar

****Classes may be subject to change – Please do not submit a training request form until a training announcement has been posted and/or distributed.**

July 2017

| DATE | TITLE | LOCATION |
|--|----------------------------------|-------------------------------------|
| July 2017 | Fatigue to Fulfillment | TBD, Missoula, MT |
| July 2017 8:00am-5:00pm each day | Investment in Excellence-Phase I | DOC Training Center, Deer Lodge, MT |
| July 2017 8:00am-5:00pm each day | Mindful Supervisor | DOC Training Center, Deer Lodge, MT |

August 2017

| DATE | TITLE | LOCATION |
|--|-----------------------------------|-------------------------------------|
| August 2017 8:00am-5:00pm each day | Investment in Excellence-Phase II | DOC Training Center, Deer Lodge, MT |

September 2017

| DATE | TITLE | LOCATION |
|---|---------------------|---|
| September 2017 8:00am-5:00pm each day | Firearms Instructor | DOC Training Center, Deer Lodge, MT & MSP Gun Range |
| | | |

October 2017

| DATE | TITLE | LOCATION |
|---|--|-------------------------------------|
| October 2017 8:00am-4:00pm each day | The Pacific Institute Facilitator | TBD, Deer Lodge, MT |
| October 2017 8:00am-5:00pm each day | Cognitive Principles & Restructuring Facilitator | DOC Training Center, Deer Lodge, MT |
| October 2017 8:00am-5:00pm each day | Essential Skills for New Supervisors | TBD-Eastern Part of the State |

November 2017

| DATE | TITLE | LOCATION |
|---|------------------------------|-------------------------------|
| November 2017 8:00am-5:00pm each day | Instructor Development-Basic | TBD-Eastern Part of the State |
| November, 2017 8:00am-5:00pm each day | Motivational Interviewing | TBD |

| | | |
|----------------------|-------------|-------------------------------------|
| November 2017 | True Colors | DOC Training Center, Deer Lodge, MT |
|----------------------|-------------|-------------------------------------|

December 2017

| DATE | TITLE | LOCATION |
|----------------------|------------------------------|-------------------------------------|
| December 2017 | Fatigue to Fulfillment | DOC Training Center, Deer Lodge, MT |
| December 2017 | Multi-Generational Workforce | DOC Training Center, Deer Lodge, MT |
| December 2017 | Professional Boundaries | DOC Training Center, Deer Lodge, MT |
| December 2017 | Verbal Defense and Influence | DOC Training Center, Deer Lodge, MT |

January 2018

| DATE | TITLE | LOCATION |
|---|--------------------------------------|-------------------------------------|
| January 2018 8:00am-5:00pm each day | Essential Skills for New Supervisors | DOC Training Center, Deer Lodge, MT |
| January 2018 | Multi-Generational Workforce | TBD, Helena, MT |

February 2018

| DATE | TITLE | LOCATION |
|--|---------------------------------|-------------------------------------|
| February 2018 8:00am-5:00pm each day | Instructor Development-Advanced | DOC Training Center, Deer Lodge, MT |
| February 2018 | Fatigue to Fulfillment | TBD, Bozeman, MT |
| February 2018 | Verbal Defense & Influence | TBD, Bozeman, MT |

March 2018

| DATE | TITLE | LOCATION |
|---|----------------------------------|-------------------------------------|
| March 2018 8:00am-5:00pm each day | Instructor Development-Basic | DOC Training Center, Deer Lodge, MT |
| March 2018 8:00am-5:00pm each day | Investment in Excellence-Phase I | TBD-Eastern Part of the State |

April 2018

| DATE | TITLE | LOCATION |
|---|-------------------------------------|-------------------------------------|
| April 2018 8:00am-4:00pm | Defensive Tactics | DOC Training Center, Deer Lodge, MT |
| April 2018 8:00am-5:00pm each day | Investment in Excellence – Phase II | TBD-Eastern Part of the State |
| April 2018 8:00am-5:00pm each day | Motivational Interviewing | TBD-Eastern Part of the State |
| April 2018 | True Colors | TBD-Helena, MT |
| April 2018 | Verbal Defense & Influence | TBD-Missoula, MT |

May 2018

| DATE | TITLE | LOCATION |
|---|--|-----------------|
| May 2018 8:00am-5:00pm each day | Cognitive Principles & Restructuring Facilitator | TBD |
| May 2018 | Fatigue to Fulfillment | TBD, Helena, MT |
| May 2018 | Professional Boundaries | TBD, Helena, MT |

June 2018

| DATE | TITLE | LOCATION |
|------------------|------------------------------|-----------------|
| June 2018 | Multi-Generational Workforce | TBD |
| June 2018 | Professional Boundaries | TBD |
| June 2018 | Verbal Defense and Influence | TBD |

Calendar by Course Title

American Indian Cultural Awareness

| DATE | LOCATION | INSTRUCTOR |
|---|---------------------------------------|-----------------|
| November 17, 2016 10:00am-12:00pm | Montana State Prison, Deer, Lodge, MT | Harlan Trombley |
| | | |

Civil Rights

| DATE | LOCATION | INSTRUCTOR |
|---|-----------------------------------|-------------------|
| September 21, 2016 8:00am-12:00pm | Bozeman P&P Office, Bozeman, MT | Cynthia Davenport |
| September 27, 2016 8:00am-12:00pm | Billings P&P Office, Billings, MT | Cynthia Davenport |
| September 28, 2016 10:30am-2:30pm | TBD, Glasgow, MT | Cynthia Davenport |
| November 2016 | Central Office, Helena, MT | Cynthia Davenport |
| January 2017 | Central Office, Helena, MT | Cynthia Davenport |
| June 2017 | Central Office, Helena, MT | Cynthia Davenport |

Cognitive Principles & Restructuring – Facilitator - 24 CEU's

| DATE | LOCATION | INSTRUCTOR |
|---|---|-------------|
| November 15-17, 2016 8:00am-5:00pm each day | Training Room, Central Office, Helena, MT | Bill Barker |
| May 9-11, 2017 8:00am-5:00pm each day | TBD, Bozeman or Billings, MT | Bill Barker |
| October 2017 8:00am-5:00pm each day | DOC Training Center, Deer Lodge, MT | Bill Barker |
| May 2018 8:00am-5:00pm each day | TBD | Bill Barker |

Defensive Tactics

| DATE | LOCATION | INSTRUCTOR |
|--|-------------------------------------|-------------|
| April 11, 2017 8:00am-4:00pm | DOC Training Center, Deer Lodge, MT | Dave Garcia |
| April 2018 8:00am-4:00pm | DOC Training Center, Deer Lodge, MT | Dave Garcia |

Essential Skills for New Supervisors

| DATE | LOCATION | INSTRUCTOR |
|---|-------------------------------------|--------------------------|
| October 3-7, 2016 8:00am-5:00pm each day | PHYCF, Miles City, MT | Dave Garcia, Bill Barker |
| January 9-13, 2017 8:00am-5:00pm each day | DOC Training Center, Deer Lodge, MT | Dave Garcia, Bill Barker |
| October 2017 8:00am-5:00pm each day | TBD | Dave Garcia, Bill Barker |
| January 2018 8:00am-5:00pm each day | DOC Training Center, Deer Lodge, MT | Dave Garcia, Bill Barker |
| | | |

Fatigue to Fulfillment

| DATE | LOCATION | INSTRUCTOR |
|---|-------------------------------------|-------------|
| July 14, 2016 9:00am-3:00pm | TBD, Missoula | Dave Garcia |
| December 1, 2016 8:00am-1:00pm | DOC Training Center, Deer Lodge, MT | Dave Garcia |
| February 16, 2017 9:00am-3:00pm | TBD, Bozeman, MT | Dave Garcia |
| May 17, 2017 9:00am-3:00pm | TBD, Helena, MT | Dave Garcia |
| July 2017 | TBD, Missoula | Dave Garcia |
| December 2017 | DOC Training Center, Deer Lodge, MT | Dave Garcia |
| February 2018 | TBD, Bozeman | Dave Garcia |
| May 2018 | TBD, Helena | Dave Garcia |

Firearms Instructor

| DATE | LOCATION | INSTRUCTOR |
|--|---|-------------|
| September 26-30, 2016 8:00am-5:00pm each day | DOC Training Center, Deer Lodge, MT & MSP Gun Range | Dave Garcia |
| September 2017 8:00am-5:00pm each day | DOC Training Center, Deer Lodge, MT & MSP Gun Range | Dave Garcia |

Instructor Development - Advanced

| DATE | LOCATION | INSTRUCTOR |
|---|-------------------------------------|--------------------------|
| February 7-9, 2017 8:00am-5:00pm each day | DOC Training Center, Deer Lodge, MT | Dave Garcia, Bill Barker |
| February 2018 8:00am-5:00pm each day | DOC Training Center, Deer Lodge, MT | Dave Garcia, Bill Barker |

Instructor Development - Basic

| DATE | LOCATION | INSTRUCTOR |
|--|-------------------------------------|--------------------------|
| October 24-28, 2016 8:00-5:00pm each day | MLEA, Helena, MT | Dave Garcia, Bill Barker |
| March 20-24, 2017 8:00am-5:00pm each day | DOC Training Center, Deer Lodge, MT | Dave Garcia, Bill Barker |
| November 2017 8:00am-5:00pm each day | TBD | Dave Garcia, Bill Barker |
| March 2018 8:00am-5:00pm each day | DOC Training Center, Deer Lodge, MT | Dave Garcia, Bill Barker |

Investment in Excellence – Phase I – 15 LAC

| DATE | LOCATION | INSTRUCTOR |
|--|-------------------------------------|--------------------------|
| September 19-21, 2016 8:00am-5:00pm each day | DOC Training Center, Deer Lodge, MT | Lisa Hunter, Dave Garcia |
| March 7-9, 2017 8:00am-5:00pm each day | TBD, Billings, MT | Lisa Hunter, Dave Garcia |
| July 2017 8:00am-5:00pm each day | DOCTC | Lisa Hunter, Dave Garcia |
| March 2018 8:00am-5:00pm each day | TBD | Lisa Hunter, Dave Garcia |

Investment in Excellence – Phase II

| DATE | LOCATION | INSTRUCTOR |
|--|-------------------------------------|--------------------------|
| October 19-20, 2016 8:00am-5:00pm each day | DOC Training Center, Deer Lodge, MT | Lisa Hunter, Dave Garcia |
| April 3-4, 2017 8:00am-5:00PM each day | TBD, Billings, MT | Lisa Hunter, Dave Garcia |
| August 2017 8:00am-5:00pm each day | DOC Training Center, Deer Lodge, MT | Lisa Hunter, Dave Garcia |
| April 2018 8:00am-5:00pm each day | TBD | Lisa Hunter, Dave Garcia |

Mindful Supervisor – 15 CEU's

| DATE | LOCATION | INSTRUCTOR |
|---|-------------------------------------|--------------------------|
| July 19-21, 2016 8:00am-5:00pm each day | DOC Training Center, Deer Lodge, MT | Dave Garcia, Bill Barker |
| July 2017 8:00am-5:00pm each day | DOC Training Center, Deer Lodge, MT | Dave Garcia, Bill Barker |

Montana Offender Reentry and Risk Assessment (MORRA)

| DATE | LOCATION | INSTRUCTOR |
|--|---|------------|
| September 28-29, 2016 8:00am-5:00pm each day | Great Falls Pre-Release Center, Great Falls, MT | Jim Pagels |
| November 9-10, 2016 8:00am-5:00pm each day | MSP/DOC Training Center, Deer Lodge, MT | Jim Pagels |
| April 6-7, 2017 8:00am-5:00pm each day | Crossroads Correctional Center, Shelby, MT | Jim Pagels |

Motivational Interviewing – 24 CEU's

| DATE | LOCATION | INSTRUCTOR |
|---|------------------------------|---------------------------|
| November 29-30, 2016 8:00am-5:00pm each day | TBD, Helena | Bill Barker, Dave Garcia, |
| April 11-12, 2017 8:00am-5:00pm each day | TBD, Bozeman or Billings, MT | Bill Barker, Dave Garcia, |
| November 2017 8:00am-5:00pm each day | TBD, Helena, MT | Bill Barker, Dave Garcia |
| April 2018 8:00am-5:00pm each day | TBD | Bill Barker, Dave Garcia |

Motivational Interviewing-Refresher

| DATE | LOCATION | INSTRUCTOR |
|------|----------|------------|
| | | |

Multi-Generational Workforce

| DATE | LOCATION | INSTRUCTOR |
|--|---|--------------------------|
| December 6, 2016 9:00am-1:00pm | DOC Training Center or Montana State Prison, Deer Lodge, MT | Bill Barker, Dave Garcia |
| January 25, 2017 9:00am-1:00pm | TBD, Helena, MT | Bill Barker, Dave Garcia |
| June 2017 | TBD, Kalispell, MT | Bill Barker, Dave Garcia |
| December 2017 | DOC Training Center, Deer Lodge, MT | Bill Barker, Dave Garcia |
| January 2018 | TBD | Bill Barker, Dave Garcia |
| June 2018 | TBD | Bill Barker, Dave Garcia |

One on One Interviews

| DATE | LOCATION | INSTRUCTOR |
|------|----------|------------|
| | | |

Professional Boundaries

| DATE | LOCATION | INSTRUCTOR |
|---|-------------------------------------|-------------|
| December 7, 2016 10:00am-2:00pm | DOC Training Center, Deer Lodge, MT | Dave Garcia |
| May 18, 2017 9:00am-1:00pm | TBD, Helena | Dave Garcia |
| June 2017 | TBD, Kalispell, MT | Dave Garcia |
| December 2017 | DOC Training Center, Deer Lodge, MT | Dave Garcia |
| May 2018 | TBD | Dave Garcia |
| June 2018 | TBD | Dave Garcia |

Risk Assessment Refresher

| DATE | LOCATION | INSTRUCTOR |
|------|----------|------------|
| | | |
| | | |

The Pacific Institute Facilitator Course

| DATE | LOCATION | INSTRUCTOR |
|---|--------------------------------------|-------------|
| November 1-4, 2016 8:00am-4:00pm | Montana State Prison, Deer Lodge, MT | Lisa Hunter |
| October 2017 8:00am-4:00pm each day | TBD, Deer Lodge, MT | Lisa Hunter |

True Colors

| DATE | LOCATION | INSTRUCTOR |
|--|-------------------------------------|-------------|
| October 25, 2016 9:00am-1:00pm | DOC Training Center, Deer Lodge, MT | Lisa Hunter |
| April 20, 2017 9:00am-1:00pm | TBD, Helena, MT | Lisa Hunter |
| November 2017 | DOC Training Center, Deer Lodge, MT | Lisa Hunter |
| April 2018 | TBD | Lisa Hunter |

UA/Drug Testing

| DATE | LOCATION | INSTRUCTOR |
|------|----------|------------|
| | | |
| | | |
| | | |

Verbal Defense & Influence – Initial – 6 LAC

| DATE | LOCATION | INSTRUCTOR |
|---|-------------------------------------|-------------|
| December 13, 2016 8:00am-4:00pm | DOC Training Center, Deer Lodge, MT | Dave Garcia |
| February 15, 2017 8:00am-4:00pm | TBD, Bozeman, MT | Dave Garcia |
| April 18, 2017 8:00am-4:00pm | TBD, Missoula, MT | Dave Garcia |
| June 2017 8:00am-4:00pm | TBD, Kalispell, MT | Dave Garcia |
| December 2017 8:00am-4:00pm | DOC Training Center, Deer Lodge, MT | Dave Garcia |
| February 2018 8:00am-4:00pm | TBD | Dave Garcia |
| April 2018 8:00am-4:00pm | TBD | Dave Garcia |
| June 2018 8:00am-4:00pm | TBD | Dave Garcia |

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Women's Risk / Needs Assessment (WRNA)

| DATE | LOCATION | INSTRUCTOR |
|---|-------------------|-------------------|
| October 6-7, 2016 8:00am-5pm each day | TBD, Billings, MT | Jennie Hansen |
| May 3-4, 2017 8:00am-5pm each day | TBD | Jennie Hansen |
| June 13-14, 2017 8:00am-5pm each day | TBD | Jennie Hansen |
| | | |