



STATE OF WASHINGTON
DEPARTMENT OF CORRECTIONS
OFFICE OF THE SECRETARY
P.O. Box 41101 • Olympia, Washington 98504-1101

March 19, 2020

TO: All DOC Staff

FROM: Stephen Sinclair, Secretary

SUBJECT: Expanded list of cancelled instructor-led trainings

In light of the response to COVID-19 and social distancing guidelines, we are expanding the list of cancelled instructor-led trainings.

We continue to recognize the importance of training and are in the process of converting instructor-led trainings to online courses. We expect the conversion to online courses to take approximately two (2) weeks. Once we complete conversion, we will notify all staff.

Facility Performance Coordinators (FPCs) will be working with the Learning Management System (LMS) help desk to get students removed from courses and to cancel courses in prisons. Annual In-Service (AIS) Coordinator, Andrea Marcus, has been in touch with instructors and has started the process to cancel the affected classes.

Facilities should work with their local training department corrections specialist and roster manager to address any operational impacts resulting from the cancellations. Employees assigned to other locations should contact the Training and Development Unit for additional guidance on rescheduled or cancelled classes.

Please find below the list of class cancellations and those classes that will continue under social distancing guidelines. Recently cancelled classes are underlined.

Cancelled instructor-led classes:

- CCD Firearms Academy
- Drug/Alcohol Testing Training
- AIS: PREA
- AIS: Prison Safety
- Sexual Harassment, Awareness and Prevention for Managers/Supervisors

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- Verbal De-escalation (CCD)
- AIS: Suicide Prevention
- AIS: Emergency Management Systems
- AIS: Control Impedance Tactics
- AIS: Self-Defense
- AIS: Firearms re-qualifications
- AIS: Arrest Planning and Implementation
- Foundations of Learning Delivery
- Foundations of Curriculum Development

Required, continuing instructor-led training:

- Correctional Worker Core (CWC)
- Community Corrections Officer Academy (CCOA)
- Control/Impedance Tactics and Self Defense classes within CWC and CCOA
- Case Management Academy (CMA)
- New Employee Orientation (NEO)
- Work Release Academy (WRA)
- Essential Skills for Supervisors (ESS)
- TASER certification and re-certification

Corrections is suspending All Specialty Team training with the exception of mandatory Taser certification and re-certification.

The department is also implementing enhanced screening protocols in all DOC facilities to include training locations.

Instructors will be required to implement enhanced cleaning protocols in the classroom, sanitizing student spaces and high-touch surfaces before and after class.

The department expects appropriate social distancing. Social distancing includes: establishing a six-foot distance from others, using good hygiene habits including coughing or sneezing into your sleeve, limiting touching of others, and washing your hands frequently for 20 seconds with hot water and soap.

If you have any questions, please contact your local training department or the Training and Development Unit.

Thank you for your continued diligence during these challenging times. We will continue to keep everyone updated. Please take care of yourselves, stay positive, and remember to wash your hands.