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NTEDated Nr. Last of Registration	Title (Course Hours) Current Edition (BOLD Type are Leadership Courses)	Library of Congress Reg. Nr.
1. 5/11/93	Advanced Contraband Recognition and Control (24) 2 nd Edition	TX 3 558 313
2. 5/3/93 638 916	Advanced Institutional Classification (24) 5 th Ed.	TX 3
3. 5/3/93	Advanced Facility Training Officer Course (24) 3 rd Ed.	TX 3 651 894
6. 5/3/93 429	Assertive Report Writing "The Facts Method"(8)	TX 3 546
7. 5/11/93	Basic Institutional Classification (24) 7 th Now Known as Institutional Classification Certification Course	TX 3-558-314
8. 5/3/93	Classification Officer Program (24) 7 th Now Known as Classification Officer Certification Course	TX 3 615-787
9. 5/3/93	Coaching as a Tool of Positive Supervision (8) 2nd Ed.	TX 3 627 097
10. 11/24/93 953	Con Games & Inmate Management (8) 4 th	TX 3-664-953
11. 5/3/93	Critical Decision Making for Line Supervisors (24) 2nd Ed.	TX 3 546 428
12. 5/3/93	Critical Incident Management and Self Defense (24) 3 rd Ed.	TX 3 540 752
13. 5/3/93	Defensive Tactics and Physical Assault Problem Solving (8) 5 th Ed.	TX 3 547 995
15. 5/3/93 759	Detention Line Officer Liability (8) 5 th Ed.	TX 3 622
17. 5/3/93	Effective Jail Management for Line Personnel (24) 3 rd Ed. Replaced by Senior Detention Officer Course (24)	TX 3-558-310
23. 7/30/96 332-748	Fire/Life Safety for Detention Facilities (8) 3 rd Ed.	TX 4-
24.	How to Open a New Institution for Line Staff (16)	
25. 5/11/93 987	Inmate Rights & Officer Authorities (24) 3 rd Ed.	TX 3 581
26. 5/3/93 651 893	Inmate Transportation and Movement (24) 5 th Ed.	TX 3
27. 5/11/93 558-315	Interactive Classification for Line Staff (8) 5 th Ed.	TX 3-
28. 5/3/93	Inter-Personal Communications (IPC)	

		for Detention and Corrections Staff (16) 4 th Ed. TX 3 615	
	786		
30.	7/30/96	120 Hour Correctional Core Course for CA Public Officers (120) 3 Editions TX 4-	
	401-186	Replaced by 160 Hour Correctional Officer	
	Core		
		Course (160)	
31.	7/30/96	56 Hour Supplemental Correctional Core Course (56) 5 th Edition TX 4-334-363	
32.	7/30/96	Facility Training Officer (40) 7 th Ed. TX 4-393-195	
33.	11/24/93	Medical Screening for Intake Staff (8) 3 rd Ed. TX 3 659	
	566		
39.	5/3/93	Searching Jail Housing/Intake (8) 4 th Ed. TX 3 546 427	
41.	5/3/93	Senior Detention Officer (24) 4th Ed. TX 3-638-917	
44.	5/3/93	Stress Recognition & Management For Criminal Justice Personnel (8) 4 th Ed. TX 3	
	622 757		
NTE	Dated	Title (Course Hours) Current Edition	Library
Nr.	Last of	(BOLD Type are Leadership Courses)	of Congress
	Registration		Reg. Nr.
45.	7/30/96	Suicide Potential Screening, Recognition & Intervention (8) 4 th Ed. TX 4-331-222	
	5/3/93	Suicide Potential Screening, Recognition & Intervention (8) Second Edition TX 3 615-785	
49.	7/30/96	Transitioning to New Generation Facilities (24) 3 rd Ed. TX 4-332-746	
53.	7/30/96	Controlling Critical Conditions (16) 3 rd Ed. TX 4-331-	
	224		
54.	5/3/93	Verbal Alternatives to Use of Force (8) 5 th Ed. TX 3 651	
	892		
58.		How to Open New Institutions for	
		Organizational Leaders (8) 4th Ed. Being Rewritten	
59.	11/24/93	Use of Force/Arming Issues for Probation	
		Officers (8) 3rd Ed. TX 3 659 568	
63.	11/24/93	Classification Officer – Update (16) 4 th Ed. TX 3 659	
	558		
64.	11/24/93	Court and Short Run Transportation (8) 5 th Ed. TX 3	
	659 567		
69.	11/24/93	Developing a Facility Training Officer Training Program (16) 3 rd Ed. TX 3 659 663	
81.	7/30/96	TYPE 1 Facilities Update (8) Updated Annually TX 4-331-	
	225		
84.	11/24/93	Institutional Supervisory Liability (8) 3rd Ed. TX 3 720	
	528		
88.	11/24/93	Pre-Promotional Testing Training for Law Enforcement Personnel (8) 2 nd Ed. TX 3-670-035	
124.	7/30/96	Core Training Officer Course (16) 2 nd Ed. TX 4-332-747	

145 7/30/96 A Quick Update Guide to Inmate Rights (8) 3rd Ed.TX 4-331-223

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- NTE Title (Course Hours) Most Current Edition**
Nr. (BOLD Type are Leadership Courses)
4. American Corrections in Crises and Change * (8)
 - 18. 13 Elements of Successful Personnel Mgmt (8)**
 - 19. Employee Evaluation/Appraisal Update) (8)**
 - 20. Employee Rights for Criminal Justice Staff (8)**
 21. Emergency Procedures T4T for Detention Facilities (8)
 - 34. Measurable Objectives Method for Supervisors/Managers (24)**
 - 35. New Generation Supervisor (24)**
 36. Organized Criminal Recognition and Management (Gangs) (24)
Updated into 4 separate seminars
 - 37. Personnel Management for Operational Staff (24)**
 38. Type 1 Detention Facilities Training (8)
 - 40. Practical Time Management (8) 2nd Ed.**
 - 42. Setting Measurable Goals for Supervisors and Managers (16)**
 - 43. Sexual Harassment Prevention (8)**
 - 46. Supervisory Issues in Direct Supervision Facilities (8)**
 47. Temporary/Court Holding Facilities (§T15-1024) (8)
 48. Training the Adult Learner (16)
 50. "Under the Influence" Investigations (8)
 - 52. Classification/Inmate Management for the 90's (16)**
 55. Detention Facilities Team Building (16)
 57. Non-Deadly Use of Force Training for Trainers (8)
 - 58. How to Open New Institutions for Organization Leaders (8)**
 - 60. Developing Use of Force Policies for Probation Staff (16)**
 61. Active Gang Identification - Regional (8)
 - 62. Assertive Decision Making for Supervisors & Managers (8)**
 - 65. C/J Employee Progressive Discipline (8)**
 - 66. Developing and Managing the F.T.O. Program (16)**
 67. Emergency Procedures Review and Update for Institutions (16)
 - 68. Employee Issues for Institutional Supervisors (8)**
 70. Inmate Suicide Recognition and Intervention Program (§T15-1219) (16)
 71. Americans with Disabilities Act and the Criminal Justice Workplace (8)
 72. Training for Departmental Trainers (40)
 - 73. Detention Facility Plant Management. (24)**
 - 74. Criminal Justice Personnel Mgt. (24)**
 - 75. Criminal Justice Fiscal Management (24)**
 76. Differential Treatment of Clients - A Business Approach (8)
 - 77. Pre & Post Conviction Program Alternatives (8)**
 - 78. Art of Executive Negotiations (8)**
 - 79. Liability Issues Update for Line Supervisors (8)**
 - 80. Criminal Justice Management and Labor Relations (24)**
 82. Mental Health Issues for Detention Facilities (8)
 - 83. Inmate Population Management (8)**

85. Using K-9 Assistance in Corrections (8)
86. Critical Incident Preparation and Debriefing (8)
- NTE Title (Course Hours) Most Current Edition**
- Nr. (BOLD Type are Leadership Courses)**
- 87. Training Liability for Supervisors and Managers (8)**
89. Officer Involved Shooting Investigation – Overview (8)
- 90. Incident Command for Supervisors and Managers (16)**
91. Non-Lethal Tactical Equipment Training (16)
92. Tactical Formations for Correctional Response Teams (8)
93. Working in a Culturally Diverse Workplace (8)
94. Suicide Potential -Intake Screening, (4)
95. Management Methods and Techniques for Suicide Potential Clients (4)
- 96. Managing the Probation Department of the 21st Century (16)**
97. Juvenile Probation and Police Interface in Schools (8)
- 98. TYPE 1 Facility Administrator's/ Manager's Conference (24)**
[This course changes content every year]
- 99. Managing Adversity for the Success of the Organization (24)**
- 100. Applying the Challenge to Organizational Achievement (24)**
- 101. Correctional Leadership Development (24)**
- 102. Creative Mentoring Techniques for Supervisors and Managers (8)**
- 103. Managing the Culturally Diverse Organization of the Year 2000 (8)**
- 104. Supervising and Managing the Institutional Classification Function (8)**
- 105. New Perspectives in Probation Case Classification and Management (8)**
- 106. Detention Facility Management Issues of the 21st Century (24)**
- 107. New Personnel Laws & Issues for Supervisors and Managers (8)**
- 108. Workplace Safety Issues, Regulations & Liability for Correction (8)**
109. Basic Training for Probation Intensive Supervision Staff (40)
- 110. Special Issues of Supervision and Management for High Risk Intense Supervision Unit Case Assignment (8)**
111. Current Legal issues for Juvenile Probation Staff (8)
- 112. Mastering Your Leadership Abilities (24)**
- 113. Supervising in the Criminal Justice Agency of the 21st Century (24)**
114. Substance Abuse Peer Counseling (8)
115. The Language of Hand Signing in Corrections (16)
116. Unarmed Self Defense for Women (8)
117. Understanding the over 50 Employee (8)
118. Patrol and Field Interview Tactics for Direct Supervision. Facilities (8)
119. Facility Training Officer Appraisal Update (8)
- 120. Initial Internal Affairs Investigations for Supervisors and Managers (16)**
121. Working with the Homeless (8)
122. Violence in the Workplace (8)
123. Juvenile and Adolescent Hate Groups (8)
- 125. What Managers Should Know about Unions (8)**
- 126. "Marketing" Probation Department Services (8)**

- 127 Search, and Seizure for Intensive Supervision Unit Staff(8)
128 Field Safety & Tactics for Probation Intensive Supervision Units (8)
129 Weapons and Dangerous Items Handling for Field Deputy Probation Officers (4)
130 First Aid/CPR Update for Corrections (8)
131 Transportation Officer Update(16)
NTE Title (Course Hours) Most Current Edition
Nr. (BOLD Type are Leadership Courses)
- 132 The Power of Employee Appraisal and Evaluation (8)**
133 Management Issues of Workplace Violence (16)
134 Government Managers & THE MEDIA (16)
135 Basic Investigations for Institutional Staff (8)
136 Legal Issues Update for Senior Institutional Staff (24)
137 Fear, Force and Alternatives (8)
138. Recognizing Controlled Substances in the Government Workplace (8)
139 Introduction to Prison Gangs and Disruptive Groups (8)
140 Identification & Management of High Risk Offenders (24)
141 Supervisory Skills Enhancement Course (16)
142 Controlled Substance Investigations in the Government Workplace (8)
143 Documentation an Report Writing for Workplace Substance Abuse (8)
144 Introduction to Inmate Disciplinary Procedures (8)
146 The Drug Free Workplace (8)
147 Use-Of-Force and Humane Patient Restraint (8)
148 "Don't Get Hooked" - Supervising Juveniles in High Security Settings (8)
149 Critical Incident Report Writing for Field Probation Staff (8)
150 Tagger Crews, Clubs, and Cliques (8)
151 Managing and Supervising the Transportation Function (16)
152 Bloodborne Pathogens & Communicable Diseases (OSHA Qualified) (8)
153 Field/Facility Training Officer Programs for Probation Staff (8)
154 Critical Incidents - Liability & Emergency Procedures for Probation Services (8)
155 Survival Spanish for Corrections (8)
156 An Executive Briefing on Institutional Classification (8)
157 Advanced Transportation Officer (24)
158 Advanced Direct Supervision Techniques (8)
159 Current Trends and Developments for Institutions (8)
160 Advanced Tactical Communications (8)
161 **"Rightsizing" Probation Services for Survival (8)**
162 Legal Update for Probation Field and Investigations Staff (8)
163 Mastering Change in a Transforming World (8)
164 Organizational Diversity (8)
165 Spanish for Law Enforcement and Corrections (24)
166 Jail Classification Seminar for Unit Supervisors & Managers (24)
167 Institutional Medical Issues Update (8)
168 Domestic Violence and the Probation Officer (8)

- 169 Cultural Diversity & Communications (8)
170 Conflict Resolution for Corrections (16)
171 Alcohol Abuse and Corrections Personnel (8)
172 Advanced Tactical Communications Training for Trainers (24)
173 Enhancing Officer Safety and the American Indian People (8)
174 Supervisory Leadership Development (80)
[This course changes content every year]
175 FTO for Institutional Transportation Officers (24)
176 Controlled Substance Recognition for Field Probation Staff (An Update)
(8)
NTE Title (Course Hours) Most Current Edition
Nr. (BOLD Type are Leadership Courses)
- 177 Institutional Intelligence Gathering(8)
178 Leading By Example - Covey (4)
179 Celebrating Differences in the Workplace - Covey (4)
180 Max & Max- Unleashing Potential in People -Covey (4)
181 I Know Just what You Mean!-Effective Communication - Covey (4)
182 Tearing Down Walls -Covey (4)
183 Managing Inmate Behavior (8)
184 Suicide Update for C/J Staff (8)
[This course changes content every year]
185 Principle - Centered Leadership (16)
186 IPC Update - Correctional Offenders (8)
187 Training Update for Correctional Supervisors (24)
[This course changes content every 2 years]
188 Introduction to Probation & Parole Intensive Supervision Unit Operations
(8)
189 Under the Influence Update for Criminal Justice Staff (24)
190 Contraband Policy Development -Probation (4)
191 Classroom Tactics for In Service Trainers (8)
192 Advanced Gang Identification (24)
193 Dispatch Training Officer (DTO) Basic (24)
194 Detention Officer's Rights and Responsibilities An Update (8)
195 Correctional Services Supervisor's Core (80)
[This course changes content every 3 years]
196. Customer Service for Law Enforcement (8)s
197. Cults and Religious Extremist Update (8)
198 Advanced Conflict Resolution for Law Enforcement (16)
199. Type 1 Specific Jail General Employee Orientation (8)
200 Type 1 Jail Management Overview (24)
201 Supervisory & Management Issues for Direct Supervision - Update
(16)
202 Correctional Report Writing Update (4)
203 Liability & Medical Issues Update for Supervisors & Managers -
Type 1 Jails (8)
204 Ethical Dilemmas for Staff, Supervisors and Managers (8)
205 Cell Extraction, Room Removals and Placement (8)

- 206 Limited Term Jail Supervisors Annual Conference (24)**
[This course changes content every year]
- 207. Recruitment, Hiring and Retention of Public Safety Personnel (16)**
[This course changes content every seminar with new data]
- 208 High Risk Inmate Transportation (16)
- 209 Advanced Defensive Techniques for Corrections Staff (8)
- 210 Executive Seminar for Limited Term Facilities (24)**
[This course changes content every year]
- 211 Juvenile Court Holding Facilities [T15 §1562 CCR] (8)
- 212 Retaining Qualified Corrections Personnel (8)**
- 213 Rage and Anger (8)
- 214. Technology Evolution and Revolution for Organizational Leaders (16)**
- NTE Title (Course Hours) Most Current Edition
Nr. (BOLD Type are Leadership Courses)
- 215 The Internet & Government E-Business (8)**
- 216 Public Safety Webmaster School (16)**
- 217 Type 1 Jail Watch Commander Update (8)**
- 218 Classification & Gang Management (24)**
- 219 Type 1 Jail - Introduction to Jail Management (24)**
- 221 Training for Classification Unit Trainers (24)

Periodicals:

- * **“The Dilemma of Recruitment, Hiring and Retention of Qualified Law Enforcement Personnel”**, under submission to publishers
- * Illinois Law Enforcement Executive Forum,
Good People Are Not Hard to Find; We Just Make It Hard For Them To Join and Stay with Us. 2003
- * Journal of Correctional Training: International Association of Correctional Training Personnel (IACTP): **Asian Gang Awareness Training for Trainers, 1999**
- * **Mounted Police Guide** – E-Publishing– On-going Contributor 1998 to date
- * Journal of Correctional Training: (IACTP)
Manual Conversion Training Simulations for Apprenticeship Trainers, 1998
- * Journal of Correctional Training: (IACTP **“Training Tips for Trainers”**, 1998
- * **Reenactors Guide for Cavalry Portrayals** – National Civil War Association, 7th Michigan Voluntary Cavalry, 1995-1996

- * International Chiefs of Police Magazine,
Eliminating the Stigma of Jail Assignment, 1975

Academic Works and Research Projects:

Master Thesis and Doctoral Dissertation (In Progress)

California Standards for Entry Level and Apprenticeship Training, A Model Program.

Undergraduate Projects:

National Survey of Standards For Correctional Employment and Training. 1979

Aging and Dying in San Quentin – A Study of 2 Lifers, 1978

Education and Inmate Violence Potential – Ratsy DeCosta, 1976