NORTH DAKOTA
Department of Corrections & Rehabilitation

ND State Penitentiary
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Jack Dalrymple, Governor
Leann K. Bertsch, Director

MEMORANDUM

TO: **NDSP, MRCC, RRI, and DOCR Building Staff**

FROM: **Darrell Theurer, NDSP Training Director**

DATE: **06/09/2014**

SUBJ: **Current Authorized ON-LINE activities**

Below are the titles and activity code #'s for the online (web-based) activities staff are currently authorized to take.

Title	Activity Code:	Class Length	POST Board #
Blood Borne Pathogens/Universal Precautions	9059	1 hour	DOCR1403
Body Searches Clothed and Unclothed	13395	1 hour	DOCR1202
Cell and Area Searches	9202	1 hour	DOCR1405
Chemical Agents	12980	1 hour	DOCR1412
Computer 101	12009	½ hour	
Crime Scene Preservation	12129	1 hour	
Cross Gender Supervision	9784	1 hour	
Disciplinary Process Level 1	10055	½ hour	
Disciplinary Process Level 2	8501	½ hour	
Emergency Plans	9394	½ hour	
Firearms Policy	7244	½ hour	
Fire Safety	9391	½ hour	
Inmate Mail	12120	½ hour	
Long Gun Familiarization	13679	1 hour	
Marksmanship Fundamentals	9402	1 hour	
Pepperball	12007	½ hour	
PPCT Lecture Refresher	12995	2 hours	
Prison Rape Elimination Act	13740	1 hour	
Range Safety	13397	½ hour	
Religious Issues	11837	½ hour	
Report Writing	12084	1 hour	
Risk Management	12127	2 hours	DOCR1404
Suicide Prevention	12446	½ hours	
Taser	12008	½ hour	
Transportation and Restraints	12243	1 hour	
Urinalysis Testing Procedures	12119	.5	
Use of Force	12993	1 hour	DOCR1203

Visiting Control	12005	½ hour	

Important Information for All Staff:

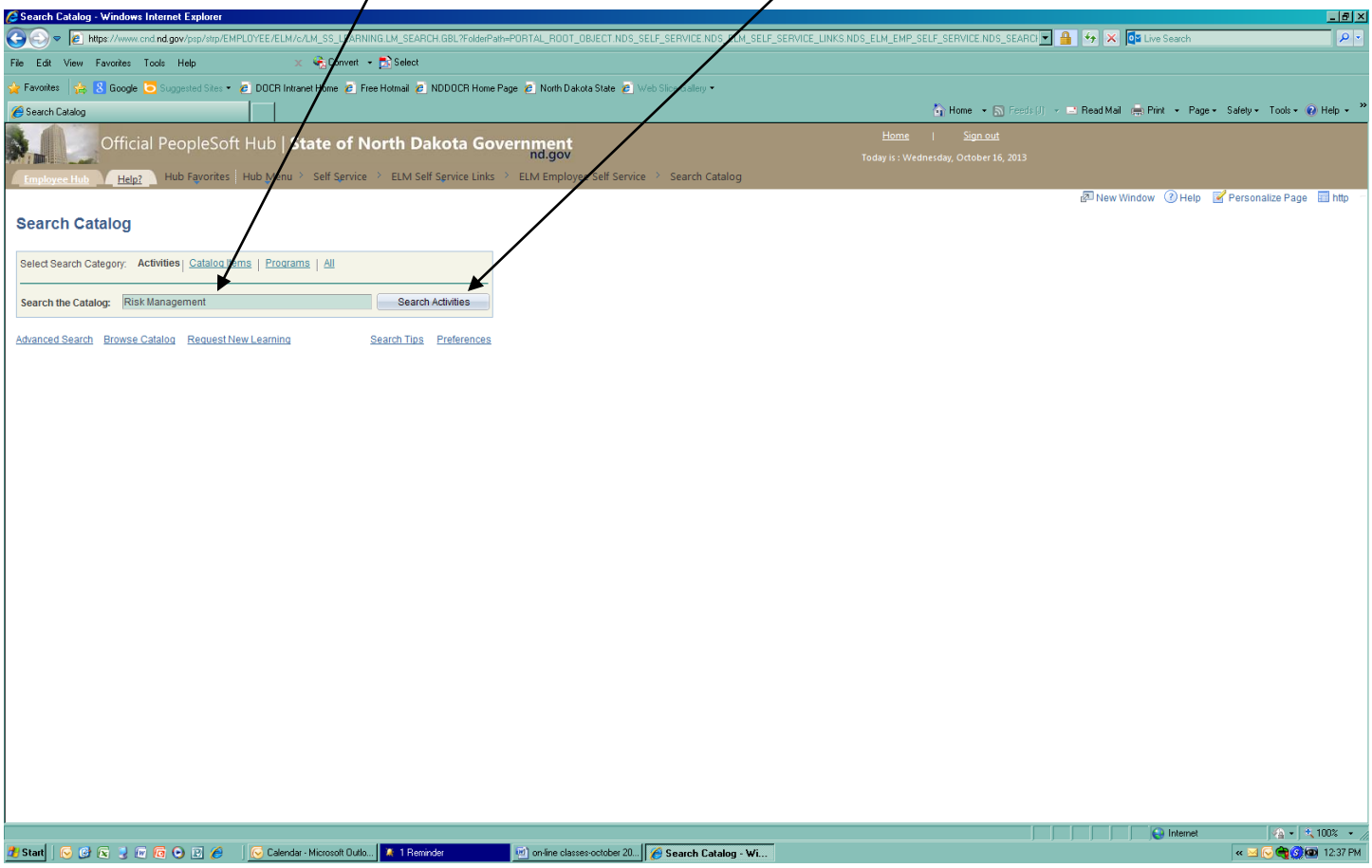
1. **Online Courses:**
    a. Approved online courses will be sent to all staff in a memo separate from the 2014 mandatory list. Only the courses on the memo have been approved for staff to complete. If staff signs up for a web-based activity that is not on the list, their supervisor must **pre-approve** the class in order for the staff to receive credit. The supervisor must then contact Rhauna with the approval before the staff takes the web-based class. Failure to get pre-approval may result in the staff not receiving credit for the class and/or it being removed from their record.
    b. Any test/quiz in an online course may be taken once. If you fail the test/quiz, you will need to drop the course, re-enroll, and take the course again. Regardless of the number of attempts, you only receive training credit once for successfully completion of the course.
    c. You may not take the same course online and in-class during the same training year. Taking a course twice may result in you not receiving credit for the course and/or it being removed from your record.

2. Other activities may be added and an updated memo will be sent at that time.

HOW TO FIND THE CORRECT ACTIVITY CODE FOR AN ACTIVITY.

STEP ONE:

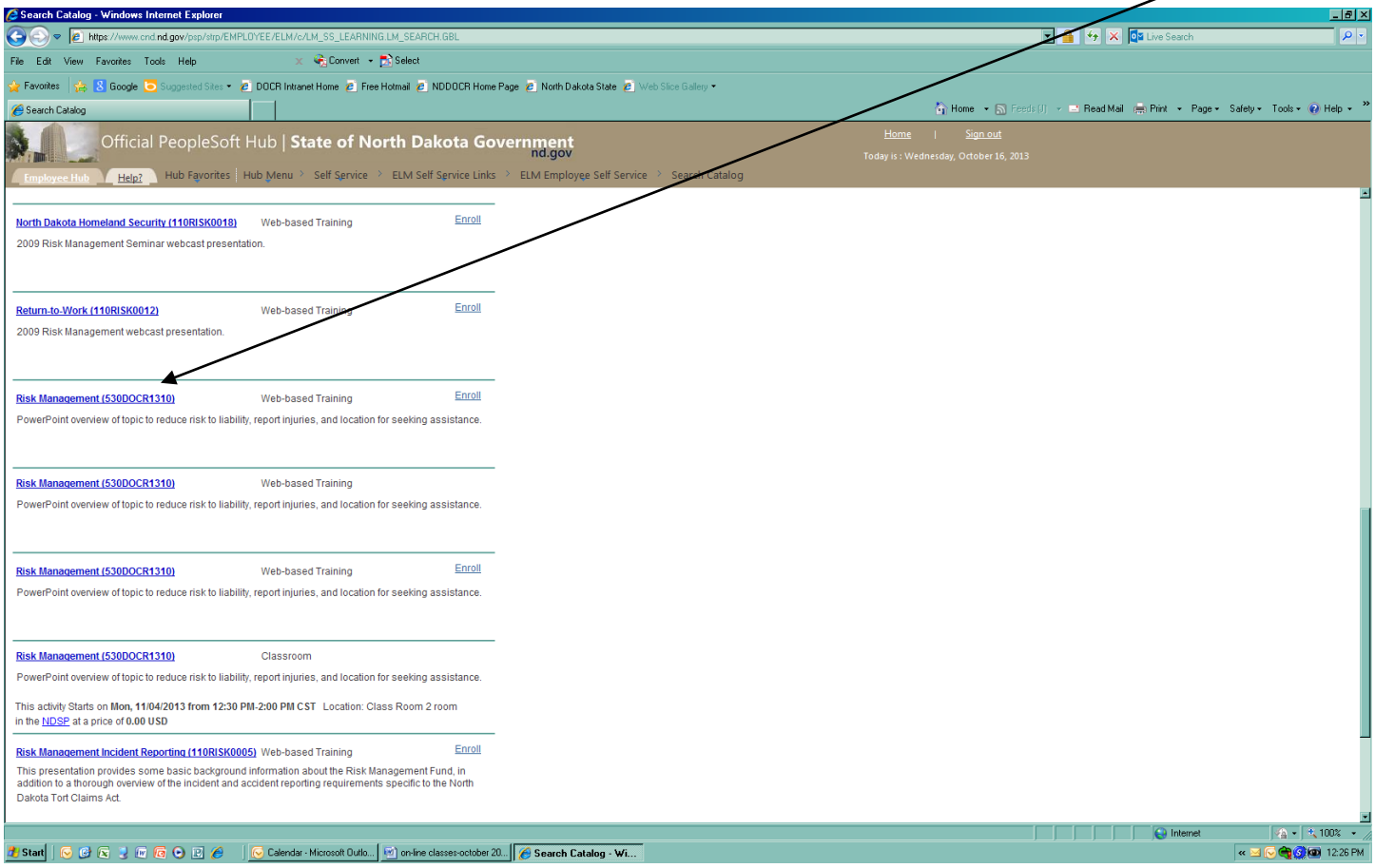
How to find the Activity Code # when you're searching the catalog: Type in the title (from the list above) for the class you want to search. Click on Search Activities.

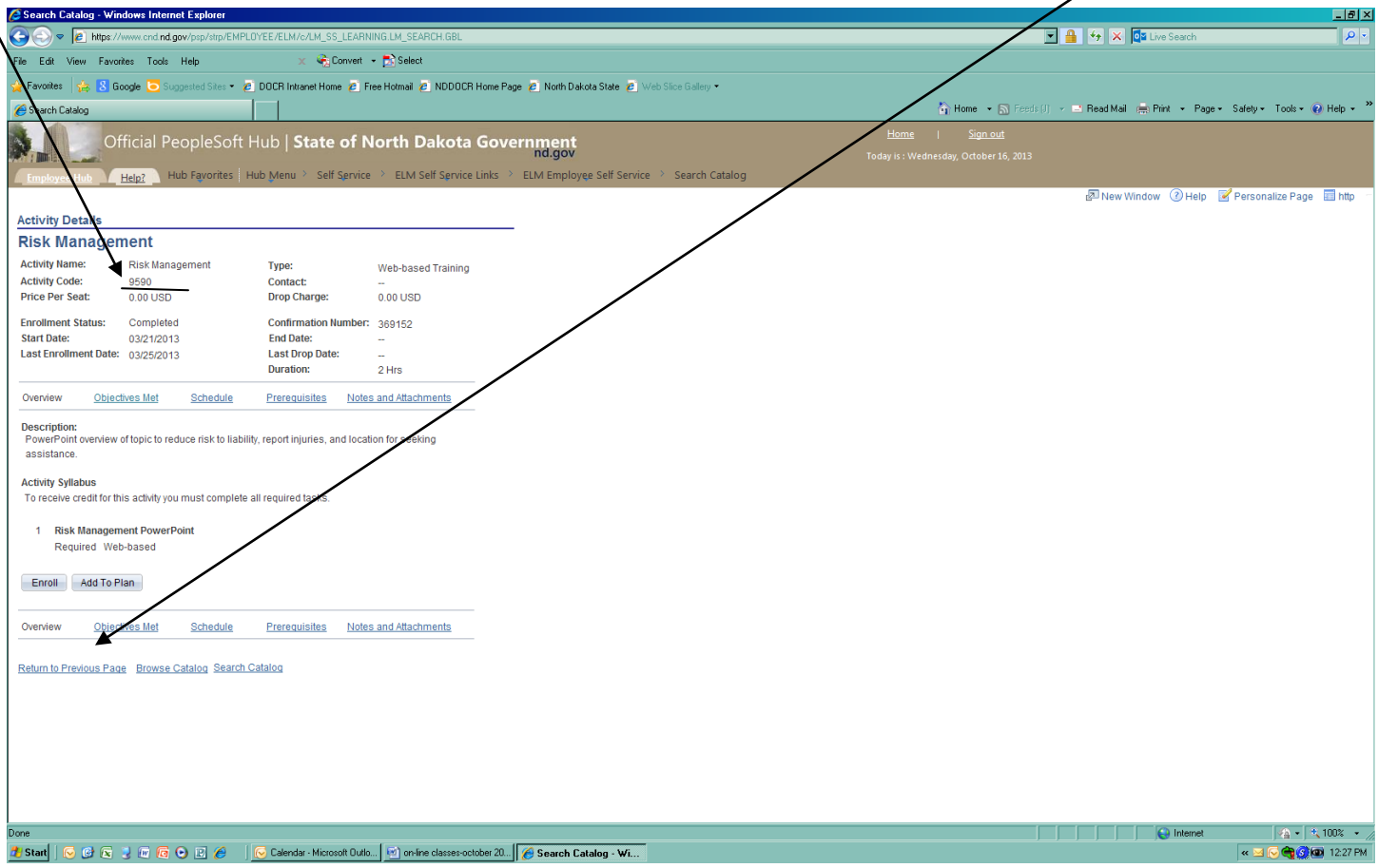


At this time, you can't search using the Activity Code #.

STEP TWO:

Scroll through the page until you find the title of class you're searching. Click on the title of the class.



STEP THREE:

The Activity Code # is listed under the title of the class. If the number corresponds with the Activity Code # (from the list above) you can start the enrollment process by clicking on Enroll and then Submit Enrollment. If it is not the correct Activity Code #, click on Return to Previous Page and follow Steps 2 and 3 until you find the activity with the correct Activity Code #.