



STATE OF WASHINGTON  
**DEPARTMENT OF CORRECTIONS**  
**OFFICE OF THE SECRETARY**  
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April 28, 2020

**TO:** All DOC Staff

**FROM:** Stephen Sinclair, Secretary

**SUBJECT: Annual-In-Service – Online Training**

Our response to COVID-19 continues to impact our daily operations, including the cancellation of our instructor led Annual-In-Service (AIS) trainings. I am pleased to announce that our Training and Development Unit (TDU) has converted the following instructor led courses to online trainings:

- PREA FY20
- Emergency Management Systems FY20
- Sexual Harassment Prevention for Supervisors FY20
- Prison Safety FY20 (for Prisons employees only)
- Verbal De-Escalation FY20 (for CCD employees only)
- Suicide Prevention and Response (for Prisons employees only)

All DOC employees and contract staff are required to complete AIS training by June 30. If you had not completed the in-person trainings prior to the cancellation, you must now complete the online training through the Learning Management System (LMS). Please work with your supervisor to ensure timely completion of all required courses.

To learn more about your current assigned trainings, please review the attached information sheet prepared by the TDU. You can also submit questions to the [TDU Helpdesk](#) or [Help Desk Ticket](#).

Thank you for your continued patience and understanding. Please take care of yourselves, stay positive, practice social distancing and remember to wash your hands.

Attachment

## DOC Annual-In-Service (AIS) FY20 – New Online Courses

### What is happening?

In March 2020, all in-person training was cancelled for the remainder of FY20 due to the ongoing response to COVID-19. The following instructor lead AIS trainings have been converted to self-direct online trainings conducted through the Learning Management System (LMS):

- PREA FY20
- Emergency Management Systems FY20
- Sexual Harassment Prevention for Supervisors FY20
- Prison Safety FY20 (for Prisons employees only)
- Verbal De-Escalation FY20 (for CCD employees only)
- Suicide Prevention and Response (for Prisons employees only)

### Who is affected?

All DOC employees and contract staff are required to complete AIS training.

*Note: Employees who completed New Employee Orientation (NEO) Academy and the online NEO courses after July 1, 2019 do not need to complete the courses.*

### What do I need to do?

If you need to complete one or more of the courses listed above, you will now do so through LMS. After completing the online course, you'll receive a completion for the instructor led course as well.

### Frequently Asked Questions:

**Q: How do I check the status of my required courses?**

A: The best way to confirm your current AIS status is:

1. Go to the 'Home' tab in [LMS](#) and select the 'Transcript' icon.
2. Click the 'Advanced Search' button, enter 'FY20' in the search field and press enter.
3. Search results will include all FY20 courses and their current status (complete, incomplete, not attempted, or in progress).

**Q: Why is my course status listed as incomplete when I know I completed the course?**

A: It's possible the class roster hasn't been processed or that there was a mistake in the close out process. Submit a [Help Ticket](#) to TDU with the date, time, location and instructor and they can assist in resolving the issue.

**Q: How do I know what AIS courses I am required to complete?**

A: Below is a checklist of required instructor led AIS courses. Some courses are specific to a work location or job classification, while others are assigned to all DOC employees. If you're unsure of your training requirements, please check with your supervisor.

Course Name	Job Classifications	Work Locations
<a href="#">DOC Emergency Management System FY20</a>	All DOC and contract staff	All locations
<a href="#">DOC PREA Annual FY20</a>	All DOC and contract staff	All locations
<a href="#">DOC Sexual Harassment Prevention for Supervisors FY20</a>	All staff who manage/supervise other staff	All locations
<a href="#">DOC Prison Safety FY20</a>	All staff who work inside a facility	Prisons
<a href="#">DOC Suicide Prevention FY20</a>	All staff who work inside a facility	Prisons
<a href="#">DOC Verbal De-Escalation FY20</a>	CCO, CCS, Field Supervisors, Field Administrators	All CCD locations

*Links to courses are only assessable from a DOC computer. You may need to log into LMS once the link opens. Please email the [TDU Helpdesk](#) if you have any questions.*